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# **DEFENSE DATA REPOSITORY SYSTEM (DDRS)**

## **END USER MANUAL**

Release 2.5  
December 12, 1994

Defense Information Systems Agency  
Joint Interoperability & Engineering Organization  
Center for Software  
Data Administration Department

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# DRAFT SF 298

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## DDRS END USER MANUAL

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## SECTION 1 GENERAL

1.1 Purpose of the End User Manual. The objective of the End User Manual for the Defense Data Repository System (DDRS) is to provide the end user with the information necessary to use the system effectively.

1.2 Purpose of the System. The purpose of the DDRS is to assist the Department of Defense in creating and maintaining a repository system in the following ways:

- a. Collect and store standard elements and their attributes.
- b. Identify DoD organizations and processes using the standard elements as defined in information models.
- c. Provide convenient on-line data element documentation query and reporting capabilities throughout the DoD.
- d. Provide the capability to track the state of each standard element throughout its life cycle, from its proposed candidacy through its archival and deletion.
- e. Provide the capability to identify the impact of proposed changes to standard elements.

### 1.3 References.

DoD Manual 8320.1-M, DoD Data Administration Procedures, 29 March 1994.

1.4 Terms and Abbreviations. Appendix A provides a listing of DDRS unique terms and abbreviations.

1.5 Security. The DDRS system is unclassified. Access to the DDRS will be controlled by Defense Information Systems Agency, Center for Information Management, PM, Data Administration. PM, Data Administration will control levels and types of access through the security table within the DDRS.

## SECTION 2 SYSTEM SUMMARY

**2.1 System Overview.** The Defense Data Repository System will be used as a repository for DoD generic elements, standard data elements, and non-standard data elements and prime word names. The DDRS will automate the element standards development and approval process. The goal is to ensure that information is shared among organizational elements across functional lines and through different DoD agencies and organizations.

### 2.1.1 Application Summary.

- a. Logical Parts of the System - The DDRS is comprised of four logical parts: Generic Elements, Standard Data Elements and Non-Standard Data Elements and prime word names. Within the four logical parts the user will be able to create, change, delete, query, submit elements for approval, approve/disapprove elements for use, and generate reports.
- b. Communications Paths and Techniques - The communications hardware includes 9600 baud modems for local dial up and support for TELNET protocol over the Defense Data Network (DDN). Specific instruction for accessing the DDRS and the environment supported are included in Appendix E and Appendix F.
- c. Interfaces to Other Systems - The DDRS will not interface with other systems.
- d. Organizations that Provide Input or Receive Output from the System - The DDRS provides convenient online data element documentation, query, and reporting capabilities for Component Data Administrators (CDA), Functional Data Administrators (FDA), DoD Data Administrators (DoD DA), and other users.

**2.1.2 Performance.** Users of the DDRS will be able to query the system for existing standard elements. If no element can be found that meets their information requirement, users will be able to create, change and/or delete, generic elements, standard data elements and non-standard data elements. Users will submit elements and prime word names for approval. Functional and Technical reviews will be performed on the element and it will be either approved or disapproved. If an element is disapproved for use it can be changed and re-submitted.

- a. Timing - A maximum response time of 10 seconds will be required for all interactive processing.

### 2.1.3 Controls.

- a. Functional Data Administrators (FDA) are delegated within a particular organization to review elements and prime word names. FDAs will receive notification via electronic mail of elements and prime word names that are awaiting their review.



- b. Technical Reviewers have basically the same structure as FDAs and will also be alerted of an element or prime word name awaiting their review.
- c. When an element or prime word name has been approved or disapproved for DoD use, the associated notification will be removed from the Elements/PWNs Awaiting Review screen.
- d. The system will allow only the creator or users with the same group identifier as the creator of the element or prime word name to change it while in a developmental status.

## 2.2 System Environment.

2.2.1 Hardware Required. The DDRS requires one HP 9000 Computer. The computer is located at the Pentagon in Washington, D.C. and is accessed remotely via ASCII terminals or Personal Computers (PCs) with a VT100 or VT220 emulation package and modem for dial-up or direct access via DDN.

2.2.2 Software Required. The HP Computer and DDRS application utilizes the following software:

- a. Operating System - HP-UX v 9.04
- b. Network - The HP computer network software supports the Transmission Control Protocol (TCP) and the Internet Protocol (IP).
- c. Data Base Management System (DBMS) - Oracle Version 7.0.
- d. C programming language.

2.3 Contingencies and Alternate Modes of Operation. Contingencies and alternate modes of operation are addressed in the DDRS Continuity of Operation Plan (COOP) Plan.

2.4 Assistance and Problem Reporting. DA Form 5005-R, (Engineering Change Proposal-Software (ECP-S)), is a dual purpose form used to report problems or to propose changes pertaining to the software baseline. Instructions for preparing the DA Form 5005-R are included in Appendix B.

- a. For customer assistance call:  
(703) 681-2177, 2135, or 2152

- b. Mail or FAX DA Form 5005-R to:  
PM, Data Administration  
5600 Columbia Pike  
Falls Church, VA 22041  
FAX Number: (703) 681-2797

2.5 Suggested Improvements. The proponent agency of this manual is the Defense Information Systems Agency, Center for Software, PM, Data Administration. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to PM, Data Administration, 5600 Columbia Pike, Falls Church, VA 22041. See Appendix C.

## SECTION 3 ACCESS TO THE SYSTEM

### 3.1 First-Time Use of the System.

#### 3.1.1 Equipment Familiarization.

- a. Programmable function (F) keys are used throughout the system to perform specific functions. The terminal on which you are working may have different keys assigned to perform the same functions that are identified in this manual. It may be necessary for you to contact your local communications specialist for assistance.
- b. Use the Tab key or the Return key to move the cursor to the next entry field.

#### 3.1.2 Access Control.

- a. See Appendix D for the request sheets and instructions to obtain a User ID and password.
- b. Periodically, new passwords will be generated for DDRS users. The users' security manager will receive the new passwords and will be responsible for further distribution.
- c. The DDRS will process unclassified data, and there will be no security or privacy considerations pertaining to the storage and marking of output reports.

3.1.3 Installation and Setup. To access the DDRS, the user must obtain a DDRS User ID (see Appendix D) and have connectivity through a modem for local dial-up or access through Defense Data Network (DDN).

3.2 Initiating a Session. The procedures for initializing a DDRS session are included in Appendix E.

3.3 Stopping and Suspending Work. The user may cease work on a session at anytime. If creating a new element, the user must first complete work on the current screen and press the <F3> key to save the data on the database. The user may resume element creation by going through the Change Developmental Element option. The user will follow the termination procedures for ending the session contained in Appendix E.

## SECTION 4 PROCESSING REFERENCE GUIDE

4.1 Capabilities. The DDRS offers users an interactive capability to review the current inventory of DoD standard elements in the DDRS by using the query function to determine whether an element exists that fulfills the identified need. Users will submit new candidate elements to the appropriate FDA via the system. The FDAs and DoD DA will be notified when logging onto the system that an element is awaiting their review. The FDA and DoD DA will approve/disapprove the element after performing functional and technical reviews.

### 4.2 Conventions.

- a. When an error occurs the system will prompt the user with an error message.
- b. All input fields are highlighted to indicate the field length. If data is entered beyond the highlighted field, the data will automatically be placed in the next entry field.

### 4.3 Processing Procedures.

- a. Class names must be approved generic elements before a new generic element can be created using the class name.
- b. Before creating a data element, the generic element to which the data element is associated must have been approved for DoD use.
- c. Only users within the same group will have the capability to change or delete elements created by them that are in a developmental status.
- d. When an element is finalized the creator or associated group member will submit it for DoD approval. The element will then go through a functional and technical review.
- e. Data elements can be developed using proposed or approved prime word names.

### 4.4 Related Processing.

- a. Anyone with needs of submitting large blocks of elements may do so by batch submission. See Appendix H for the transmittal requirements and Appendix I for batch input format.
- b. Elements entered via batch submission will be processed through the same edit checks as elements entered interactively.

- c. Elements submitted via batch will have to be submitted for approval through the DDRS by the creator or by someone within the same group. See Appendix G for instructions on how to submit elements for approval.

4.5 Data Backup. All data creations and updates to data will be saved in the database when the user presses the <F3> key.

4.6 Recovery from Errors and Malfunctions. Call customer assistance at (703) 681-2177, 2135, or 2152.

4.7 Messages. See Appendix J for a listing of error messages.

**APPENDIX A**  
**TERMS AND ABBREVIATIONS**

---

A .....	Approved Element
AD .....	Technical Reviewer Access Level ID
AF .....	Approved Functionally
AIS .....	Automated Information System
AT .....	Approved Technically
C .....	Candidate Element
C3ASD .....	(C3I) Access Level ID
CD .....	Developer Access Level ID
CN .....	Class Name
D .....	Developmental Element
DB .....	System Administrator Access Level ID
DDRS .....	Defense Data Repository System
DDN .....	Defense Data Network
DF .....	Disapproved Functionally
DIST .....	Defense Integration Support Tools
DoD .....	Department of Defense
DT .....	Disapproved Technically
FD .....	Functional Reviewer Access Level ID
FDA .....	Functional Data Administrator
GE .....	Generic Element
NSDE .....	Non-Standard Data Element

ODA	Organizational Data Administrator
PWN	Prime Word Name
QL	Qualitative
QN	Quantitative
R	Disapproved Element
SDE	Standard Data Element
SSDE	Starter Set Data Element
X	Archived Element



## **APPENDIX B**

### **INSTRUCTIONS FOR PREPARATION OF DA FORM 5005-R ENGINEERING CHANGE PROPOSAL SOFTWARE (ECP-S)**

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DA Form 5005 is reproduced in Figure B-1. Instructions on filling out the form follow.

1. DA Form 5005-R is a dual purpose form used to report problems or to propose changes pertaining to software baselines. The individual preparing the form will mark the appropriate box in the top right hand block.
2. The originator will complete blocks 1 through 15.
  - a. Block 1. TO: (Enter mailing address as follows:)
    - (1) Mail or FAX DA Form 5005-R to:  
  
PM, Data Administration  
5600 Columbia Pike  
Falls Church, Va 22041  
  
FAX Number - (703) 681-2797
  - b. Block 2. FROM: (Enter mailing address of originator. Include name of individual preparing form, if other than POC in block 4.)
  - c. Block 3. ORIGINATOR NUMBER AND ENVIRONMENT CODE: N/A
  - d. Block 4. POINT OF CONTACT: Enter name and telephone number of individual who should be contacted to explain the reported problem or proposed change. Include alternate telephone numbers whenever possible. The telephone number should be preceded by "(D)" to indicate DSN. A commercial number should include the area code.
  - e. Block 5. PRIORITY: For ECP only, check appropriate block to indicate emergency, urgent, or routine. Leave blank for Problem Report.
  - f. Block 6. APPLICATION CI BASELINE/VERSION: N/A
  - g. Block 7. EXEC SW BASELINE/VERSION: N/A
  - h. Block 8. PROBLEM DATE: This block is used for Problem Reports only. Enter date problem occurred. Date must be all numeric, with year first, month second, and day last (YYYYMMDD). If time is required, it should be written in the 24 hour clock form. For example, if the problem occurred on 1 Apr. 81 at 1415, the date and time would be written as "19810401/1415". If an ECP is being proposed, enter "NA".

- i. Block 9. JOB/CYCLE/PROGRAM ID: Enter the screen title located in the upper middle or if present identifiers located in the upper left and right hand corner of the terminal screen where the error occurred.
  - j. Block 10. TITLE OF PROBLEM/CHANGE: Enter a short descriptive title.
  - k. Block 11. DESCRIPTION OF PROBLEM/CHANGE: Describe the problem or proposed change in sufficient detail to permit ready identification and evaluation. The first entry in the block will reference the product/document (e.g., file ID, policy documents, etc.) involved in the problem/change. Include a listing of all attachments and referenced documents.
  - l. Block 12. AFFECT ON USER: Describe adverse affects or improved characteristics the proposed change may have on the field user, to include the alternative of not making the proposed change.
  - m. Block 13. RECOMMENDED SOLUTION/JUSTIFICATION: The originator will enter a recommended solution and justification to support the proposed change. Include any action taken to resolve the problem.
  - n. Block 14. SUBMITTING AUTHORITY: This block must contain the date signed, name and title, and signature of the individual with authority to approve origination of the ECP.
  - o. Block 15. REMARKS: This block is to be used by the originator to continue blocks 11 through 13 if needed. If necessary, blocks 11 through 13 can be continued on separate sheets.
3. MACOM will complete blocks 16 and 17. USER MACOM ACTION: These blocks are used by the originator's approving agency or organization, if applicable, to record approval/disapproval, comments, date signed, name and title, and signature of individual reviewing ECP. Completion of these blocks is not required for Problem Reports.
4. Assigned Responsible Agency (ARA) will complete blocks 18 and 19 for Problem Reports only.
- a. Block 18. PROBLEM REPORT ACTION TAKEN: The ARA will check only one box to indicate action taken to close a Problem Report. If the Problem Report is a duplicate of an existing Problem Report or ECP, enter the originator number of the previous Problem Report/ECP in the space provided.
  - b. Block 19. DATE, NAME AND TITLE, and SIGNATURE: This block must contain the date signed, name and title, and signature of the individual taking problem report action.

5. PA and/or ARA will complete blocks 20 through 29. PROPONENT AGENCY and/or ASSIGNED RESPONSIBLE AGENCY: List action taken.

a. Block 20. CLASS OF ECP: Change in baseline configuration shall be classified as Class I or II in accordance with DoD-STD-480. Class I changes affect the functional, allocated or product baseline. Class II changes are minor changes, such as correction of misspellings, addition of clarifying notes, and recompilation of erroneous code which does not meet the Class I criteria.

b. Block 21. JUSTIFICATION CODE: This code is required for all Class I changes. The following codes, are defined in DoD-STD-480, are to be used:

- A-Record Only
- B-Interface
- C-Compatibility
- D-Deficiency
- O-Operational or Logistics Support
- P-Production Stoppage
- R-Cost Reduction
- S-Safety
- V-Value Engineering

c. Block 22. ECP NUMBER: The ECP number will be constructed and assigned like an originator the DDRS ECP number assignment will be as follows:

DDRS-\_\_\_\_ :

Serial Number----:

Serial number is a 3 position field. The numbering schema will be as follows; the first number will be 001 continuing until the last number is 999. When this occurs a single alphabetic prefix will be used in the first position beginning with A.

d. Block 23. ECP TYPE: A preliminary ECP is one which may be submitted for review prior to having information necessary to support a formal ECP. A formal ECP provides information in sufficient detail to support formal change approval.

e. Block 24. ESTIMATED COST/SAVINGS: Enter a dollar estimate of total costs, either increased or decreased, which will result if the change is approved. The dollar amount should be followed by "(DECREASE)" when applicable. This pertains to all costs, including both ARA and PA cost/savings.

f. Block 25. OTHER SYSTEM/CI AFFECTED: Enter "NONE".

g. Block 26. CHANGE IDENTIFICATION: Check the appropriate block to indicate the following:

(1) FUNCTIONAL/ALLOCATED or TECHNICAL/PRODUCT.

(a) Functional changes affect the functional design, logic, or operation of the CI (system) and require changes to functional baseline documentation or the End User Manual.

(b) Technical changes do not affect the functional design, logic, or operation of the CI (system). Sophistication of ADP techniques, changes from tape to disk, program optimization, and changes to the CI when it fails to meet functional specifications are examples of technical changes.

(2) MAJOR or MINOR. Major changes are those which exceed the thresholds specified in The Automated Information System (AIS) Life-Cycle Management Review and Milestone Approval Procedures, DoD Instruction 7920.2 and require a Mission Need Statement (MNS).

(3) MAINTENANCE or MODIFICATION.

(a) Maintenance changes are associated with the correction of faults in the CI (system).

(b) Modification changes are associated with the revision or alteration of an existing application to provide a new or improved capability.

h. Block 27. PROJECTED IMPLEMENTATION: Enter required/recommended implementation date or change package into which change will be incorporated.

i. Block 28. APPROVAL AUTHORITY: Check the appropriate blocks to indicate the following:

(1) PA or ARA. Approval authority for functional changes is the PA and for technical changes it is the ARA.

(2) APPROVED or DISAPPROVED. Indicate whether approved or disapproved.

j. Block 29. SIGNATURE: This block must contain the date signed, name, title and signature of the individual authorized to make the approval/disapproval decision.

# APPENDIX B

<b>ENGINEERING CHANGE PROPOSAL - SOFTWARE (ECP-S)</b> For use of this form, see TB 18-110; the proponent agency is DCSOPS.		(Check One) <input type="checkbox"/> PROBLEM REPORT <input type="checkbox"/> ECP-S
1. TO:		2. FROM:
3. ORIGINATOR NUMBER	4. POINT OF CONTACT (Name and Telephone No.)	5. PRIORITY (Check One if ECP-S) <input type="checkbox"/> EMERGENCY <input type="checkbox"/> URGENT <input type="checkbox"/> ROUTINE
6. APPLICATION CI BASELINE/VERSION	7. EXECUTIVE SW BASELINE/VERSION	8. PROBLEM DATE (YYMMDD)
9. JOB/CYCLE/PROGRAM ID		
10. TITLE OF PROBLEM/CHANGE		
11. DESCRIPTION OF PROBLEM/CHANGE (List all attachments and referenced documents) (If additional space is needed, use Item 15., Remarks).		
12. AFFECT ON USER (If additional space is needed, use Item 15., Remarks).		
13. RECOMMENDED SOLUTION/JUSTIFICATION (If additional space is needed, use Item 15., Remarks).		
14. DATE (YYMMDD)	NAME AND TITLE OF SUBMITTING AUTHORITY	SIGNATURE

15. REMARKS (If additional space is needed, use separate sheet of paper).		
USER MACOM ACTION (ECP-S Only)		
16. MACOM (Check One and Include any Comments) <input type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE		
17. DATE (YYMMDD)	NAME AND TITLE	SIGNATURE
ASSIGNED RESPONSIBLE AGENCY (ARA) (Problem Report Only)		
18. PROBLEM REPORT ACTION TAKEN (Check One) <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> RESOLVED BY CUSTOMER ASSISTANCE  <input type="checkbox"/> IDENTIFIED AS URGENT OR ROUTINE  <input type="checkbox"/> EMERGENCY ECP FORMALIZED         </div> <div> <input type="checkbox"/> DUPLICATE OF EXISTING ECP: NO. _____  <input type="checkbox"/> CANCELLED BY ORIGINATOR  <input type="checkbox"/> CANCELLED FOR INSUFFICIENT IDENTIFICATION  <input type="checkbox"/> CANCELLED FOR INSUFFICIENT DOCUMENTATION         </div> </div>		
19. DATE (YYMMDD)	NAME AND TITLE	SIGNATURE
PROPOSER AGENCY (PA) and/or ASSIGNED RESPONSIBLE AGENCY (ARA) - (ECP-S Only)		
20. CLASS OF ECP (Check One) <input type="checkbox"/> I <input type="checkbox"/> II	21. JUSTIFICATION CODE	22. ECP NUMBER
23. ECP TYPE (Check One) <input type="checkbox"/> PRELIMINARY <input type="checkbox"/> FORMAL	24. ESTIMATED COSTS/SAVINGS	
25. OTHER SYSTEM/CI AFFECTED		
26. CHANGE IDENTIFICATION (Check One in Each Column) <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> FUNCTIONAL/ALLOCATED  <input type="checkbox"/> TECHNICAL/PRODUCT         </div> <div> <input type="checkbox"/> MAJOR  <input type="checkbox"/> MINOR         </div> <div> <input type="checkbox"/> MAINTENANCE  <input type="checkbox"/> MODIFICATION         </div> </div>		
27. PROJECTED IMPLEMENTATION		
28. APPROVAL AUTHORITY (Check Agency and Action Taken) <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> PA      <input type="checkbox"/> ARA         </div> <div> <input type="checkbox"/> APPROVED      <input type="checkbox"/> DISAPPROVED         </div> </div>		
29. DATE (YYMMDD)	NAME AND TITLE	SIGNATURE

FIGURE B-1

## **APPENDIX C**

### **DA FORM 2028 RECOMMENDED CHANGES TO PUBLICATIONS AND BLANK FORMS**

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<b>RECOMMENDED CHANGES TO PUBLICATIONS AND BLANK FORMS</b>						Use Part II (reverse) for Repair Parts and Special Tool Lists (RPSTL) and Supply Catalogs/Supply Manuals (SC/SM).	DATE
For use of this form, see AR 310-1; the proponent agency is the US Army Adjutant General Center.							
TO: (Forward to proponent of publication or form) (Include ZIP Code)						FROM: (Activity and location) (Include ZIP Code)	
<b>PART I - ALL PUBLICATIONS (EXCEPT RPSTL AND SC/SM) AND BLANK FORMS</b>							
PUBLICATION FORM NUMBER						DATE	TITLE
ITEM NO.	PAGE NO.	PARA-GRAPH	LINE NO.*	FIGURE NO.	TABLE NO.	RECOMMENDED CHANGES AND REASON (Provide exact wording of recommended change, if possible).	
*Reference to line numbers within the paragraph or subparagraph.							
TYPED NAME, GRADE OR TITLE				TELEPHONE EXCHANGE/AUTOVON, PLUS EXTENSION		SIGNATURE	

TO: (Forward direct to addressee listed in publication)	FROM: (Activity and location) (Include ZIP Code)	DATE
---	--	------

**PART II - REPAIR PARTS AND SPECIAL TOOL LISTS AND SUPPLY CATALOGS/SUPPLY MANUALS**

PUBLICATION NUMBER	DATE	TITLE
--------------------	------	-------

PAGE NO.	COLM NO.	LINE NO.	NATIONAL STOCK NUMBER	REFERENCE NO.	FIGURE NO.	ITEM NO.	TOTAL NO. OF MAJOR ITEMS SUPPORTED	RECOMMENDED ACTION

**PART III - REMARKS** (Any general remarks or recommendations, or suggestions for improvement of publications and blank forms. Additional blank sheets may be used if more space is needed.)

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TYPED NAME, GRADE OR TITLE	TELEPHONE EXCHANGE/AUTOVON, PLUS EXTENSION	SIGNATURE
----------------------------	--	-----------

**APPENDIX D**  
**DDRS ACCESS REQUESTS**

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For DDRS access, please contact: PM, Data Administrator  
5600 Columbia Pike  
Falls Church, VA 22041  
Telephone: (703) 681-2177, 2135, or 2152

**APPENDIX E**  
**DIAL UP & LOGON/LOGOFF PROCEDURES**

---

## **Accessing the Defense Data Repository System (DDRS)**

The DDRS is located at the Defense Systems Support Organization (DSSO) at the Pentagon in Washington, D. C. Remote access to the DDRS is available through direct dial-up or Defense Data Network (DDN). Remote Access requires using a VT100 terminal or a commercial communications package that emulates a VT100 or VT220 such as Procomm Plus from Datastorm Technologies, Inc.

The DDN is a common user data communications network. The DDN provides wide area and local area communications. Access to the DDRS over DDN can be accomplished by accessing any DDN host which supports VT100 or VT220 terminal emulation and can open a telnet connection over DDN, or by dialing a local Terminal Access Controller (TAC). Access through a TAC requires a unique user identifier and access code (TAC access card). The DDN Network Information Center (NIC) issues these cards only after a host administrator authorized user has a primary mailbox account.

### **VT220 Emulation**

If your terminal emulation software supports VT220 emulation, you should try this first. Upon logging on to the DDRS, the following question appears:

What terminal type are you using?

Type **vt100x** and enter.

### **VT100 Emulation**

If your terminal emulation software supports VT100 emulation and not VT220 emulation, then at the following question:

What terminal type are you using?

type **vt100** and enter.

Appendix F provides additional information for Procomm Plus, Wollongong TCP/IP, and Lan Workplace for DOS software. Please refer to Appendix F for further key mapping information.

To get a TAC card, contact your local DDN host administrator to request authorization. To identify your local DDN host administrator, contact the NIC Customer Assistance Desk, (703) 802-4535 or 1-800-365-DNIC in the continental United States or Hawaii.

To get a DDRS User identifier and password contact the DoD Data Administration Department, 5600 Columbia Pike, Falls Church, VA 22041 or call (703) 681-2177, 681-2135, or 681-2152.

**To use the DDN access to DDRS through a TAC:**

**Step 1** Modem Configuration. Set the terminal or emulator package on a PC to the following settings:

Data bits:	8
Stop bits:	1
Parity:	None
Baud:	1200 (or whatever the TAC requires)
Duplex:	Full

**Step 2** PC Configuration. Personal Computers require VT100 or VT220 terminal emulation software. Connect the VT100 or PC to a modem.

**Step 3** Enter: **ATDT xxx-yyyy** (telephone number of TAC) to dial the local TAC access phone number. The telephone numbers of the TACs are on the back of your TAC Access Card.

**Step 4** Once the modem says "CONNECT," press: **<Control><Q>**.

The TAC will respond with its banner and a prompt:

```
FOR OFFICIAL USE ONLY
USE CONSTITUTES CONSENT TO SECURITY TESTING AND MONITORING
CONUS 1-800-365-DNIC
O/S 703 802-4535
[name of TAC and #].
```

**Step 5** Enter: **@134.205.118.48** (the host system address for the DDRS) to open a connection to the DDRS host system.

**Step 6** When the TAC prompts you for your user identifier and Access Code, enter your TAC user identifier and TAC Access Code.

The TAC responds with "Trying... open" and connects you to the host.

**Step 7** At the DDRS host system prompt enter your DDRS user identifier and password. You are logged into the DDRS automatically.

**Step 8** Enter the terminal type as described on page E-2.

**Instructions for Exiting DDRS.**

To disconnect, exit the DDRS Main Menu. This will take you out of the DDRS host environment. Type: **@C** to close the TAC connection, then **@L** to log off the TAC.

**To access the DDRS using direct dial-up:**

**Step 1** Modem Configuration. Set the terminal or emulator package on a PC to the following settings:

Data bits:	8
Stop bits:	1
Parity:	None
Baud:	1200 - 9600
Duplex:	Full

**Step 2** PC Configuration. Personal Computers require VT100 or VT220 terminal emulation software. Connect the VT100 or PC to a modem.

**Step 3** Enter: **ATDT (703) 693-3200, (703) 693-6015, or (703) 693-6141** to dial access the DSSO Modem Pool.

**Step 4** Once the modem CONNECTS, at the **dialin >** prompt, type **connect burns <Return>**

The DDSO Modem Pool will respond with the message:  
Connecting . . . Session 1. . . connected to burns.

**Step 5** At the login prompt enter your DDRS user identifier and password. You are logged in to DDRS automatically.

**Step 6** Enter your terminal type as described on page E-2.

You are logged into the DDRS automatically.

**Instructions for exiting DDRS.**

To disconnect, exit the DDRS Main Menu. This will take you out of the DDRS host environment. At the **dialin>** prompt type **log** (to logout).

**APPENDIX F**  
**COMMUNICATIONS PACKAGE KEY MAPPING**

---



This appendix describes various communications packages available for MS-DOS PCs which can be used to access DDRS. Some set-up is required for each package in order to properly use the system. The packages to be discussed are: Procomm Plus, Wollongong TCP/IP, and LAN Workplace for DOS.

## SETTING UP PROCOMM PLUS

### Keymapping for Procomm Plus

The DDRS utilizes function keys F1 - F8 to navigate the various system menus and windows. The Procomm Plus keyboard mapping for the VT100 can be modified to match the DDRS system by performing the following steps:

- Step 1** At the DOS prompt, in the PCPLUS or PROCOMM directory, enter **PCKEYMAP**. With the Num-Lock Key off, use the page down key until the VT100 keymap is displayed.
- Step 2** Press **F1**. The cursor will automatically appear in the box containing the escape sequence sent by the F1 function key. Replace any existing characters with **^F1**.
- Step 3** Repeat Step 2 for F2 - F8.

<u>Function Key</u>	<u>Key Sequence</u>
F2	^F2
F3	^F3
F4	^F4
F5	^F5
F6	^F6
F7	^F7
F8	^F8

After changing function keys F1 - F8, save the keyboard file as "ddrs".

- Step 4** When creating a dialing directory entry for the DDRS, specify the keyboard file as "ddrs".

**Setting Backspace to NON-DESTRUCTIVE**

- Step 1** Enter the Procomm Plus Application by typing **PCPLUS** at the DOS prompt. Press **Alt-S** for the setup menu.
- Step 2** Select "Terminal Preferences" from the menu.
- Step 3** Select item H. Use the space bar to toggle to NON-DESTRUCTIVE, and enter to save this setting.
- Step 4** Escape to the setup menu. Press **Alt-S** to save your settings.

**SETTING UP WOLLONGONG TCP/IP****Keymapping for Wollongong TCP/IP**

The DDRS utilizes function keys F1 - F8 to navigate the various system menus and windows. The Wollongong TCP/IP keyboard mapping for the VT220 can be modified to match the DDRS system by performing the following steps:

- Step 1** At the DOS prompt, in the PATHWAY directory, start a telnet session by typing **telnet -t vt220** and enter. If the setup screen defines your default emulation as vt220, the "-t vt220" part of the command is not necessary.
- Step 2** From within this telnet session, define the keyboard macros shown below. Press **Shift-F4** for the macro-definition screen.
- Step 3** Move the cursor to the left column of the mapping list, to the next unused row in the list.
- Step 4** Press the **F1** key, to define the macro for **F1**.
- Step 5** Move the cursor to the right column and press **ESC-O-P** (The escape key, the letter O, the letter P).
- Step 6** Repeat steps 3-5 for each line in the table below.

**Step 7** Press **Alt-s** to save your changes and exit the macro definition screen.

<u>Function Key</u>	<u>Key Sequence</u>
F1	Esc-O-P
F2	Esc-O-Q
F3	Esc-O-R
F4	Esc-O-S
F5	Esc-O-5
F6	Esc-O-6
F7	Esc-O-7
F8	Esc-O-8
up-arrow	Esc-O-A
down-arrow	Esc-O-B
right-arrow	Esc-O-C
left-arrow	Esc-O-D
Home	Esc-O-1
End	Esc-O-w
PgUp	Esc-O-z
PgDn	Esc-O-3

Upon logging on to DDRS, the following question appears:

Enter terminal type ( ? for help ):

Type **vt100x** and enter.

## SETTING UP LAN WORKPLACE FOR DOS

### Keymapping for Lan Workplace for DOS

The DDRS utilizes function keys F1 - F8 to navigate the various system menus and windows. The Lan Workplace for DOS keyboard mapping for the VT220 can be modified to match the DDRS system by performing the following steps:

**Step 1** At the DOS prompt, start a telnet session by typing telnet xxx.xx.xx.xx where xxx.xx.xx.xx is the internet address for the DDRS machine.

**Step 2** Press **F9** to enter the general set-up screen.

**Step 3** Choose vt100 emulation, and vt220 id.

**Step 4** Save and exit.

Upon logging on to DDRS, the following question appears:

Enter terminal type ( ? for help ):

Type **vt100x** and enter.

If you continue to experience function key difficulty, following is the list of function key definitions which can be used to re-map the function keys.

<u>Function Key</u>	<u>Key Sequence</u>
F1	Esc-O-P
F2	Esc-O-Q
F3	Esc-O-R
F4	Esc-O-S
F5	Esc-O-5
F6	Esc-O-6
F7	Esc-O-7
F8	Esc-O-8
up-arrow	Esc-O-A
down-arrow	Esc-O-B
right-arrow	Esc-O-C
left-arrow	Esc-O-D
Home	Esc-O-1
End	Esc-O-w
PgUp	Esc-O-z
PgDn	Esc-O-3

**APPENDIX G**  
**DDRS SCREENS**

---

**SECTION 1 DDRS MAIN MENU**

This screen shows the DDRS Main Menu. Highlight the desired option and press RETURN.

DDRS MAIN MENU R2.5
<ol style="list-style-type: none"><li>1. Develop Element Menu</li><li>2. Submit Element for Approval</li><li>3. Change Approved Standard Data Element</li><li>4. Create/Change Non Standard Data Element</li><li>5. Query DDRS</li><li>6. Approval Process Menu</li><li>7. Electronic Mail Menu</li><li>8. Bulletin Board</li><li>9. Reports Generation Menu</li><li>10. Table Maintenance Menu</li><li>11. Identify Applications Using Standard Data</li><li>12. Prime Word Name Process Menu</li><li>13. Starter Set Data Elements</li></ol>

**Actions:**

Selections are made by using the arrow keys to highlight the desired menu option and pressing (RETURN).

Press the (F1) key to display help text.

Press the (F6) key to exit the DDRS application.

### EXPLANATION OF THE MAIN MENU OPTIONS:

1. DEVELOP ELEMENT MENU. This menu option will display the Develop Element Sub-Menu. This sub-menu is used to develop and change new generic elements, data elements, and non standard data elements. Developmental elements can also be deleted with this function. (See Sections 2-10).
2. SUBMIT ELEMENT FOR APPROVAL. This option is used to submit elements for approval. Users may only submit elements that they created or their assigned group created. Once an element is submitted it cannot be changed unless it is disapproved for use. (See Section 10).
3. CHANGE APPROVED STANDARD DATA ELEMENT. This option allows the user to change an approved Standard Data Element. (See Section 11).
4. CREATE/CHANGE NON STANDARD DATA ELEMENT. This option allows the user to create and change Non Standard Data Elements. A Non Standard Data Element is a character string given to a Standard Data Element. (See Section 7).
5. QUERY DDRS. This option is used to search the Defense Data Repository System for existing generic, standard and non standard data element names as well as prime word name information. (See Section 12).
6. APPROVAL PROCESS MENU. This option is used by the Functional and Technical reviewers to approve or disapprove elements for use. A list of elements waiting for review can also be displayed. (See Section 13).
7. ELECTRONIC MAIL MENU. This option allows the user to create electronic mail or view/delete mail messages that are residing in their mailbox. (See Section 14).
8. BULLETIN BOARD. This option will display a list of system news messages that have been created by the System Administrator. To view a message, highlight the desired line and press RETURN. (See Section 15).
9. REPORT GENERATION MENU. This option is for generating printed reports. (See Section 16).
10. TABLE MAINTENANCE MENU. This option is for use by the DDRS System Administrator to keep current addresses, phone numbers, authorization levels and group assignments. (See Section 17).
11. IDENTIFY APPLICATIONS USING STANDARD DATA. This option provides users the capability to associate applications within the DoD and standard data elements. (See Sect. 18)

EXPLANATION OF THE MAIN MENU OPTIONS: (Continued)

12. PRIME WORD NAME PROCESS MENU. This option will display the Prime Word Name process sub-menu. This sub-menu is used to develop, change, delete, and submit prime word names. Users can also add, update, and delete using models. (See Section 19)

13. STARTER SET DATA ELEMENTS. This option will display the Starter Set Data Elements sub-menu. This sub-menu is used to develop, change, and delete Starter Set Data Elements. This sub-menu is fully explained in the document "DoD Starter Set of Data Elements User Manual".



**SECTION 2 THE DEVELOP ELEMENT MENU**

Options on the Develop Element Menu allow the user to create, change and delete generic elements, standard data elements, non standard data elements, and developmental domain values. The user can also submit elements for approval from this menu.

DEVELOP ELEMENT MENU	
1.	Create Developmental Generic Element
2.	Change Developmental Generic Element
3.	Create Developmental Standard Data Element
4.	Change Developmental Standard Data Element
5.	Create/Change Non Standard Data Element
6.	Create/Change/Delete Developmental Domain Value
7.	Delete Developmental Element
8.	Submit Element for Approval
9.	Create Standard/Non Standard Relationships

EXPLANATION OF THE DEVELOP ELEMENT MENU:

1. CREATE DEVELOPMENTAL GENERIC ELEMENT. This option allows the user to create a new generic element. (See Section 3).
2. CHANGE DEVELOPMENTAL GENERIC ELEMENT. This option allows the user to change the attributes of a developmental generic element. (See Section 4).
3. CREATE DEVELOPMENTAL STANDARD DATA ELEMENT. This option allows the user to create a new standard data element. (See Section 5).
4. CHANGE DEVELOPMENTAL STANDARD DATA ELEMENT. This option allows the user to change the attributes of a developmental standard data element. (See Section 6).
5. CREATE/CHANGE NON STANDARD DATA ELEMENT. This option allows the user to create/change non standard data elements and associate them with a standard data element. (See Section 7).
6. CREATE/CHANGE/DELETE DEVELOPMENTAL DOMAIN VALUE. This option allows the user to create/change/delete a developmental domain value. (See Section 8).
7. DELETE DEVELOPMENTAL ELEMENTS. This option allows the user to delete a developmental element. (See Section 9).
8. SUBMIT ELEMENT FOR APPROVAL. This option allows the user to submit a developmental element for functional and technical review. (See Section 10).
9. CREATE STANDARD/NON STANDARD RELATIONSHIPS. This option allows the user to associate standard data elements with non standard data elements in a many-to-many relationship. (See Section 11-A).

**SECTION 3 CREATE DEVELOPMENTAL GENERIC ELEMENT****3.1 CREATE GENERIC ELEMENT NAME**

The purpose of this screen is to be able to create a new class name and also to begin naming a generic element. The numbers in parentheses indicate the maximum length of the field.

CREATE GENERIC ELEMENT NAME
Generic Element Name: (-----80----- -----)
Class Name Category: (-----30-----)
F3 = SAVE to continue; F6 = CANCEL; F8/F1 = CLR FORM; F8/F2 = LIST CLS

**Actions:**

Press the (ENTER) key to proceed to the next entry line.

Press the (F1) key to display help text.

Press the (F2) key to display choices (this option is not available for all fields).

Press the (F3) key after all the information has been typed for this screen. This saves the data and continues to the next screen.

Press the (F6) key to CANCEL and return to the Develop Elements Menu.

Press the (F8/F1) key to clear the form entries.

Press the (F8/F2) key to display class names and associated attributes.

EXPLANATION OF CREATE GENERIC ELEMENT NAME SCREEN:

GENERIC ELEMENT NAME: A structured name given to a generic element. A generic element name consists of an optional modifier and required class name. The generic element name identifies the domain of values or type of information that can be attached to an object.

Duplicate generic element names cannot exist in the repository system.

The format for a generic element name is:

Generic Element Name (M): CN:

MODIFIER: This cannot be a class word.

CLASS NAME: A generic element name will contain one and only one class name.

Class names will be reserved; that is, they may only be used in the class name position of the generic element name.

A new class name may be proposed.

A proposed class name cannot be used in developing a generic element name until it is approved.

Press the (F8/F2) key to view and select a valid class name and associated attributes. (See screens below.)

To change a generic element name, the user must return to this screen and the following conditions must be true:

1. The class name type must remain the same: qualitative or quantitative.
2. The element must be in a developmental (D) status.

**EXPLANATION OF CREATE GENERIC ELEMENT NAME SCREEN:** (continued)

**CLASS NAME CATEGORY:** The designated grouping for a set of words that share a common concept. This is a required attribute when a new class name is being proposed as a generic element.

The allowable values are:

DESCRIPTIVE  
IDENTIFICATION  
COMPUTATIONAL  
MEASUREMENT  
POSITION-RELATED  
TIME-RELATED

**All required inputs must be entered on the Create Generic Element Name Screen before going to the next screen.**

EXPLANATION OF CREATE GENERIC ELEMENT NAME SCREEN: (continued)

When in the Create Generic Element Name screen, you may press F8/F2 to get a list of valid class names and their associated attributes. The following screen will appear:

<u>CLASS NAME</u>		
Status	Class Word Name	
> A	Item 1	
A	Item 2	
A	Item 3	
A	Item 4	

## Actions:

Highlight your selection and press return.

Press the (F8/F6) to view the class name attributes.

Press the (F6) to return to the Develop Element Menu.

EXPLANATION OF CREATE GENERIC ELEMENT NAME SCREEN: (continued)

When displaying the list of valid class names, you may press F8/F6 to view the definition of the highlighted class name. The following screen will appear:

CREATE GENERIC ELEMENT NAME SCREEN (PAGE 2)
Class Name Category: (-----30-----)
Standardization Status Code: (-1-)
Domain Value Type ID: (-2-)
Class Name:
(-----80-----
-----)
F3 = Return to Class Name; F8/F4 = NEXTPAGE

## Actions:

Press (F3) to return to Class Name List.

Press (F6) to return to Develop Element Menu.

Press (F8/F4) to view the class name definition.

EXPLANATION OF CREATE GENERIC ELEMENT NAME SCREEN: (continued)

VIEW CLASS NAME ATTRIBUTES (PAGE 2)
Class Name: (-----80----- -----)
Class Name Definition: (-----999----- ----- ----- -----)
F3 = Return To Class Name; F8/F5 = PREV PAGE

## Actions:

Press (F3) to return to Class Name List.

Press (F6) to return to Develop Element Menu.

Press (F8/F5) to go to the previous page.



### 3.2 CREATE GENERIC ELEMENT ATTRIBUTE

The purpose of this screen is to allow the user to continue to define a generic element.

CREATE GENERIC ELEMENT ATTRIBUTE
Generic Element Name: (-----80----- -----)
Counter ID: (--9--)
Abbreviated Name: (-----18-----)
Maximum Character Count: (--4--)
Security Category: (-----25-----)
Justification Category: (---7---)
Data Type Name: (-----16-----)
Standardization Authority ID: (--4--)
F3=SAVE to continue; F6=CANCEL; F8/F1=CLR FORM; F8/F5=PREVPAGE

#### Actions:

Press the (ENTER) key to proceed to the next entry line.

Press the (F1) key to display help text.

Press the (F2) key to display CHOICES (this option is not available for all fields).

Press the (F3) key after all information has been typed for this screen. This saves the data and continues to the next screen.

Press the (F6) to CANCEL and return to the Develop Element Menu.

Press the (F8/F1) key to clear the form entries.

Press the (F8/F5) key to RETURN to the previous screen.

## EXPLANATION OF CREATE GENERIC ELEMENT ATTRIBUTE SCREEN:

GENERIC ELEMENT NAME: Cannot be changed on this screen. To change the generic element name return to the Create Generic Element Name Screen.

COUNTER ID: The number assigned to an information element which shows the sequence in which it was entered as a proposal into the Defense Data Repository System.

ABBREVIATED NAME: (Required entry.) A character string that is a short form of a generic element name.

MAXIMUM CHARACTER COUNT: (Required entry.) The maximum number of characters an information element domain value may contain.

The allowable values are 0001 to 9999. When an element is fixed or float point, count the decimal as a character position.

The maximum character count of the generic element being created will be checked against the maximum character count for that class name.

SECURITY CATEGORY: (Required entry.) The level of security required by the specified element.

JUSTIFICATION CATEGORY: (Required entry). The positional justification of domain values within a storage field. Allowable values are: LEFT or RIGHT.

DATA TYPE NAME: (Required entry). The editing type of the domain values associated with the element.

The allowable values are BIT-STRING, INTEGER, CHARACTER STRING, FIXED-POINT or FLOATING POINT. (F2 will display a list of valid choices.)

EXPLANATION OF CREATE GENERIC ELEMENT ATTRIBUTE SCREEN: (continued)

The system will validate data type name to ensure that the entry agrees with the classification of the class name. Both must be the same data type: qualitative or quantitative.

STANDARDIZATION AUTHORITY ID: The branch of service, government or international organization that approved the element. F2 will display valid CHOICES.

### 3.3 CREATE GENERIC ELEMENT AUTHORITY REFERENCE TEXT

The purpose of this screen is to continue to define a generic element.

CREATE GENERIC ELEMENT AUTHORITY REFERENCE TEXT
Authority Reference Text:
(-----999-----
-----
-----)
F3 = SAVE; F6 = CANCEL; F8/F1 = CLR FORM; F8/F5 = PREV PAGE

#### Actions:

Press the (F1) key to display help text.

Press the (F3) key to SAVE the screen information and continue.

Press the (F6) key to CANCEL and return to the Develop Element Menu.

Press the (F8/F1) to CLEAR screen entries.

Press the (F8/F5) key to RETURN to the previous screen.

#### EXPLANATION OF CREATE GENERIC ELEMENT AUTHORITY REFERENCE TEXT SCREEN:

AUTHORITY REFERENCE TEXT: A narrative describing the authority reference for a specific element.

### 3.4 CREATE GENERIC ELEMENT DEFINITION

The purpose of this screen is to continue to define a generic element.

CREATE GENERIC ELEMENT DEFINITION
Definition Text:
(-----999-----
-----
-----
-----)
F3 = SAVE to continue; F6 = CANCEL; F8/F1 = CLR FORM; F8/F5 = PREVPAGE

#### Actions:

Press the (F1) key to display help text.

Press the (F3) key to SAVE and continue.

Press the (F6) key to CANCEL and return to the Develop Element Menu.

Press the (F8/F1) key to CLEAR to screen.

Press the (F8/F5) key to RETURN to the previous screen.

#### EXPLANATION OF THE CREATE GENERIC ELEMENT DEFINITION SCREEN:

DEFINITION TEXT: (Required entry). This field is for entering a narrative describing the organizational context or the meaning of an information element.

### 3.5 CREATE GENERIC ELEMENT COMMENT

The purpose of this screen is to continue to define a generic element.

CREATE GENERIC ELEMENT COMMENT
Comment Text :
(-----999-----
-----
-----
-----)
F3 = SAVE to continue; F6 = CANCEL; F8/F1 = CLR FORM; F8/F5 = PREV PAGE

#### Actions:

Press the (F1) key to display help text.

Press the (F3) key to SAVE and continue.

Press the (F6) key to CANCEL and return to the Develop Element Menu.

Press the (F8/F1) key to CLEAR the screen.

Press the (F8/F5) key to RETURN to the previous screen.

#### EXPLANATION OF THE CREATE GENERIC ELEMENT COMMENT SCREEN:

COMMENT TEXT: This screen contains an administrative narrative regarding the generic element.

### 3.6 CREATE GENERIC ELEMENT SOURCE

The purpose of this screen is to continue to define a generic element.

CREATE GENERIC ELEMENT SOURCE
Domain Value Type ID: (-2-)
Source List Text:
(-----999-----
-----
-----
-----)
F3 = SAVE to continue; F6 = CANCEL; F8/F1 = CLR FORM; F8/F5 = PREVPAGE

#### Actions:

Press the (F1) key to display help text.

Press the (F3) key to SAVE and continue.

Press the (F6) key to CANCEL and return to the Develop Element Menu.

Press the (F8/F1) key to CLEAR the screen.

Press the (F8/F5) key to RETURN to the previous screen.

EXPLANATION OF THE CREATE GENERIC ELEMENT SOURCE SCREEN:

DOMAIN VALUE TYPE IDENTIFIER: An indication of the domain value type of an information element.

The system will display a "QL" (qualitative) in this field if CHARACTER-STRING was entered in the DATA TYPE NAME field.

The system will display "QN" (quantitative) in this field if BIT-STRING, INTEGER, FIX-POINT, or FLOATING-POINT was entered in the DATA TYPE NAME field.

SOURCE LIST TEXT: The source in which lengthy code lists are enumerated for the user. This source can be either a manual or automated medium. The specified source may list specific or general values.



### 3.7 CREATE GENERIC ELEMENT DOMAIN DEFINITION

The purpose of this screen is to continue to define a generic element.

CREATE GENERIC ELEMENT DOMAIN DEFINITION
Domain Value Type ID: (-2-)
Domain Definition Text:
(-----999-----
-----
-----
-----)
F3 = SAVE to continue; F6 = CANCEL; F8/F1 = CLR FORM; F8/F5 = PREVPAGE

#### Actions:

Press the (F1) key to display help text.

Press the (F3) key to SAVE and continue.

Press the (F6) key to CANCEL and return to the Develop Element Menu.

Press the (F8/F1) key to CLEAR the screen.

Press the (F8/F5) key to RETURN to the previous screen.

EXPLANATION OF THE CREATE GENERIC ELEMENT DOMAIN DEFINITION SCREEN:

DOMAIN VALUE TYPE IDENTIFIER: An indication of the data value type of an information element.

The system will display a "QL" (qualitative) in this field if CHARACTER-STRING was entered in the DATA TYPE NAME field.

The system will display "QN" (quantitative) in this field if BIT-STRING, INTEGER, FIX-POINT, or FLOATING-POINT was entered in the DATA TYPE NAME field.

DOMAIN DEFINITION TEXT: (Required entry). This field is used as a narrative describing the acceptable set of domain values for a specific information element.

### 3.8 CREATE GENERIC ELEMENT DOMAIN VALUES

This screen is only displayed when no entry was made for LOW-RANGE and HIGH-RANGE ID or when an element is qualitative in nature.

CREATE GENERIC ELEMENT DOMAIN VALUES
Domain Value ID: (-----35-----)
Domain Value Definition Text:
(-----999-----
-----
-----
-----)
F3=SAVE to continue; F6=CANCEL; F8/F1=CLR FORM; F8/F5=PREVPAGE

#### Actions:

Press the (F1) key to display help text.

Press the (F3) key to SAVE the screen information and continue.

Press the (F6) key to CANCEL and return to the Develop Element Menu.

Press the (F8/F1) key to CLEAR the screen.

Press the (F8/F5) key to RETURN to the previous screen.

EXPLANATION OF THE CREATE GENERIC ELEMENT DOMAIN VALUE(S) SCREEN:

DOMAIN VALUE ID: A character string that represents the numerical values used when mathematical operations must be performed on qualitative data. For example, the character string "01" represents the numeric value 01 which is used in some numeric calculation in place of the qualitative domain value "male". The word "male" would be used as the domain value definition text to describe the meaning of the specific domain value "01".

Duplicate domain value ID(s) are not allowed.

DOMAIN VALUE DEFINITION TEXT: A narrative describing the meaning of a specific domain value.

### 3.9 CREATE GENERIC ELEMENT DOMAIN ATTRIBUTE

This screen is only displayed when creating a generic element that is quantitative in nature.

CREATE GENERIC ELEMENT DOMAIN ATTRIBUTE	
Generic Element Name: (-----80-----)	
Domain Value Type ID: (-2-)	
Decimal Place Count Quantity: (-2-)	
Low-Range ID: (---20---)	High-Range ID: (---20---)
F3 = SAVE to continue; F6 = CANCEL; F8/F1 = CLR FORM; F8/F5 = PREV PAGE	

#### Actions:

Press the (F1) key to display help text.

Press the (F3) key to SAVE and continue.

Press the (F6) key to CANCEL and return to the Develop Element Menu.

Press the (F8/F1) key to CLEAR the screen.

Press the (F8/F5) key to RETURN to the previous screen.

**EXPLANATION OF THE CREATE GENERIC ELEMENT DOMAIN ATTRIBUTE SCREEN:**

**GENERIC ELEMENT:** A structured name given to a generic element. A generic element name consists of an optional modifier and a required class word. The generic element name identifies the domain of values or type of information that can be attached to an object.

**DOMAIN VALUE TYPE IDENTIFIER:** An indication of the domain value type of an information element.

The system will display a "QL" (qualitative) in this field if CHARACTER-STRING was entered in the DATA TYPE NAME field.

The system will display "QN" (quantitative) in this field if BIT-STRING, INTEGER, FIX-POINT, or FLOATING-POINT was entered in the DATA TYPE NAME field.

**DECIMAL PLACE COUNT QUANTITY:** This is an integer that determines the decimal point placement in an element for fixed-point data types.

**LOW-RANGE ID:** A character string indicating the smallest value for quantitative data, when a domain is expressed as a range of acceptable values.

**HIGH-RANGE ID:** A character string indicating the largest value for quantitative data, when a domain is expressed as a range of acceptable values.

The high-range number entered for quantitative data cannot be larger than the value entered for the maximum character count.

Entry in at least one of the following fields is required for all QUANTITATIVE elements prior to submitting the element for approval:

SOURCE LIST TEXT  
LOW-RANGE ID AND HIGH RANGE ID  
DOMAIN VALUE ID

**To submit an element for approval return to the Develop Element Menu or the DDRS Main Menu.**

**SECTION 4 CHANGE DEVELOPMENTAL GENERIC ELEMENT****4.1 CHANGE GENERIC ELEMENT**

The purpose of this screen is to allow changes to developmental or disapproved generic elements.

SELECT GENERIC ELEMENT	
Element Counter: (----9----	Status Code: (-1-)
Generic Element Name: (-----80----- -----)	
F3 = SAVE to continue; F6 = CANCEL	

**Actions:**

Type the required information and press (RETURN) to proceed to the next entry line.

Press the (F1) key to display help text.

Press the (F3) key to SAVE and continue.

Press the (F6) key to CANCEL and return to the Develop Element Menu.

EXPLANATION OF THE SELECT GENERIC ELEMENT SCREEN:

ELEMENT COUNTER: The number assigned to an information element which shows the sequence in which it was entered as a proposal into the Defense Data Repository System.

STATUS CODE: A code which describes the status of a given element in the standardization process.

GENERIC ELEMENT NAME: A structured name given to a generic element. A generic element name consists of an optional modifier and a required class name. The generic element name identifies the domain of values or type of information that can be attached to an object. Enter the name of the generic element that you want to change.

When changing a generic element name, the following rules apply:

1. You can only make changes to elements that you or someone within your group created.
2. You can only make changes to elements that have been disapproved for use or have not been submitted for approval.

To select an element, enter a counter ID and/or the generic element name.



## 4.2 CHANGE GENERIC ELEMENT NAME

The purpose of this screen is to allow you to change a generic element name.

CHANGE GENERIC ELEMENT NAME
Generic Element Name: (-----80----- -----)
Class Name Category: (-----30-----)
F3 = SAVE to continue; F6 = CANCEL; F8/F1 = CLR FORM; F8/F2 = LIST CLS

### Actions:

Press the (ENTER) key to proceed to the next entry line.

Press the (F1) key to display help text.

Press the (F2) key to display choices (this option is not available for all fields.)

Press the (F3) key to SAVE and continue.

Press the (F6) key to CANCEL and return to the Develop Element Menu.

Press the (F8/F1) key to CLEAR the screen.

Press the (F8/F2) key to list class names and associated attributes.

EXPLANATION OF THE CHANGE GENERIC ELEMENT NAME SCREEN:

GENERIC ELEMENT: A structured name given to a generic element. A generic element name consists of an optional modifier and a required class name. The generic element name identifies the domain of values or type of information that can be attached to an object.

Duplicate generic element names cannot exist in the system.

MODIFIER: Cannot be a class name.

CLASS NAME: A generic element name will contain one and only one class name. Class names will be reserved; that is, they may only be used in the class name position of the generic element name. Only those words listed in the approved class name list may be used unless you are proposing a new class name.

When changing a generic element name:

1. The class name type must remain the same: qualitative or quantitative.
2. The element must be in a developmental or disapproved status.

CLASS NAME CATEGORY: The designated grouping for a set of words that share a common concept.

### 4.3 CHANGE GENERIC ELEMENT ATTRIBUTE

The purpose of this screen is to continue to change a generic element attribute.

CHANGE GENERIC ELEMENT ATTRIBUTE
Generic Element Name: (-----80----- -----)
Counter ID: (--9--)
Abbreviated Name: (-----18-----)
Maximum Character Count: (--4--)
Security Category: (-----25-----)
Justification Category: (---7---)
Data Type Name: (-----16-----)
Standardization Authority ID: (--4--)
F3=SAVE to continue; F6=CANCEL; F8/F1=CLR FORM; F8/F5=PREVPAGE

#### Actions:

Press the (RETURN) key to proceed to the next line.

Press the (F1) key to display help text.

Press the (F2) key to display CHOICES (only available on designated fields).

Press the (F3) key to SAVE and continue.

Press the (F6) key to CANCEL and return to the Develop Element Menu.

Press the (F8/F1) key to CLEAR the screen.

Press the (F8/F5) key to RETURN to the previous screen.

EXPLANATION OF THE CHANGE GENERIC ELEMENT ATTRIBUTE SCREEN:

GENERIC ELEMENT NAME: A structured name given to a generic element. A generic element name consists of an optional modifier and a required class word. The generic element name identifies the domain of values or type of information that can be attached to an object.

COUNTER ID: The number assigned to an information element which shows the sequence in which it was entered as a proposal into the Defense Data Repository System.

ABBREVIATED NAME: (Required entry.) Character string that is a short form of a generic element name.

MAXIMUM CHARACTER COUNT: (Required entry). The maximum number of characters an information element domain value may contain. The allowable values are: 1 to 9999.

When an element is fixed or float point, count the decimal as a character position.

The maximum character count of the generic element being changed will be checked against the maximum character count that class name:

SECURITY CATEGORY: (Required entry.) The level of security required by the specified element.

JUSTIFICATION CATEGORY: (Required entry). The positional justification of domain values within a storage field. Allowable values are LEFT or RIGHT.

EXPLANATION OF THE CHANGE GENERIC ELEMENT ATTRIBUTE SCREEN:  
(continued)

DATA TYPE NAME: (Required entry). The type of the data information associated with a specific element.

The allowable values are: BIT-STRING, INTEGER, CHARACTER-STRING, FIXED POINT or FLOATING-POINT.

The system will validate Data Type Name to ensure that the entry agrees with the classification of the class name. Both must be the same data type: qualitative or quantitative.

STANDARDIZATION AUTHORITY ID: The branch of service, government, or international organization that approved the element.

#### 4.4 CHANGE GENERIC ELEMENT AUTHORITY REFERENCE TEXT

The purpose of this screen is to continue to change a generic element.

CHANGE GENERIC ELEMENT AUTHORITY REFERENCE TEXT
Authority Reference Text:
(-----999-----
-----
-----
-----)
F3 = SAVE to continue; F6 = CANCEL; F8/F1 = CLR FORM; F8/F5 = PREV PAGE

#### Actions:

Press the (F1) key to display help text.

Press the (F3) key to SAVE and continue.

Press the (F6) key to CANCEL and return to the Develop Element Menu.

Press the (F8/F1) key to CLEAR the screen.

Press the (F8/F5) key to return to the previous screen.

#### EXPLANATION OF THE CHANGE GENERIC ELEMENT AUTHORITY REFERENCE TEXT SCREEN:

AUTHORITY REFERENCE TEXT: A character string given to a document that authorizes a data element or generic element.

#### 4.5 CHANGE GENERIC ELEMENT DEFINITION

The purpose of this screen is to continue to change a generic element.

CHANGE GENERIC ELEMENT DEFINITION
Definition Text:
(-----999-----
-----
-----
-----)
F3 = SAVE to continue; F6 = CANCEL; F8/F1 = CLR FORM; F8/F5 = PREVPAGE

#### Actions:

Press the (F1) key to display help text.

Press the (F3) key to SAVE and continue.

Press the (F6) key to CANCEL and return to the Develop Element Menu.

Press the (F8/F1) key to CLEAR the screen.

Press the (F8/F5) key to return to the previous page.

#### EXPLANATION OF THE CHANGE GENERIC ELEMENT DEFINITION SCREEN

DEFINITION TEXT: (Required entry). A narrative describing the organizational context or the meaning of an information element.

#### 4.6 CHANGE GENERIC ELEMENT COMMENT

The purpose of this screen is to continue to define a generic element.

CHANGE GENERIC ELEMENT COMMENT
Comment Text :
(-----999-----
-----
-----
-----)
F3 = SAVE to continue; F6 = CANCEL; F8/F1 = CLR FORM; F8/F5 = PREV PAGE

#### Actions:

Press the (F1) key to display help text.

Press the (F3) key to SAVE and continue.

Press the (F6) key to CANCEL and return to the Develop Element Menu.

Press the (F8/F1) key to CLEAR the screen.

Press the (F8/F5) key to return to the previous page.

#### EXPLANATION OF THE CHANGE GENERIC ELEMENT COMMENT SCREEN:

COMMENT TEXT: This screen contains an administrative narrative regarding a generic element.



#### 4.7 CHANGE GENERIC ELEMENT SOURCE

The purpose of this screen is to continue to change a generic element.

CHANGE GENERIC ELEMENT SOURCE
Domain Value Type ID: (-2-)
Source List Text:
(-----999-----
-----
-----
-----)
F3 = SAVE to continue; F6 = CANCEL; F8/F1 = CLR FORM; F8/F5 = PREV PAGE

#### Actions:

Press the (F1) key to display help text.

Press the (F3) key to SAVE and continue.

Press the (F6) key to CANCEL and return to the Develop Element Menu.

Press the (F8/F1) key to CLEAR the screen.

Press the (F8/F5) key to return to the previous page.

EXPLANATION OF THE CHANGE GENERIC ELEMENT SOURCE SCREEN:

DOMAIN VALUE TYPE IDENTIFIER: An indication of the domain value type of an information element.

The system will display a "QL" (qualitative) in this field if CHARACTER-STRING was entered in the DATA TYPE NAME field.

The system will display "QN" (quantitative) in this field if BIT-STRING, INTEGER, FIX-POINT, or FLOATING-POINT was entered in the DATA TYPE NAME field.

SOURCE LIST TEXT: The source in which lengthy code lists are enumerated for the user. This source can be either a manual or automatic medium. The specified source may list specific or general values.

#### 4.8 CHANGE GENERIC ELEMENT DOMAIN DEFINITION

The purpose of this screen is to continue to change a generic element.

CHANGE GENERIC ELEMENT DOMAIN DEFINITION
Domain Value Type ID: (-2-)
Domain Definition Text:
(-----999-----)
-----
-----
-----)
F3 = SAVE to continue; F6 = CANCEL; F8/F1 = CLR FORM; F8/F5 = PREVPAGE

#### Actions:

Press the (F1) key to display help text.

Press the (F3) key to SAVE and continue.

Press the (F6) key to CANCEL and return to the Develop Element Menu.

Press the (F8/F1) key to CLEAR the screen.

Press the (F8/F5) key to return to the previous page.

EXPLANATION OF THE CHANGE GENERIC ELEMENT DOMAIN DEFINITION SCREEN:

DOMAIN VALUE TYPE IDENTIFIER: An indication of the domain value type of an information element.

The system will display a "QL" (qualitative) in this field if CHARACTER-STRING was entered in the DATA TYPE NAME field.

The system will display "QN" (quantitative) in this field if BIT-STRING, INTEGER, FIX-POINT, or FLOATING-POINT was entered in the DATA TYPE NAME field.

DOMAIN DEFINITION TEXT: (Required entry). A narrative describing the acceptable set of domain values for a specific information element.

#### 4.9 CHANGE GENERIC ELEMENT DOMAIN ATTRIBUTE

The purpose of this screen is to continue to change a generic element. This screen is only displayed when changing a generic element that is QUANTITATIVE.

CHANGE GENERIC ELEMENT DOMAIN ATTRIBUTES	
Generic Element Name: (-----80----- -----)	
Domain Value Type ID: (-2-)	
Decimal Place Count Quantity: (-2-)	
Low-Range ID: (-----20-----)	High-Range ID: (-----20-----)
F3 = SAVE to continue; F6 = CANCEL; F8/F1 = CLR FORM; F8/F5 = PREVPAGE	

#### Actions:

Press the (F1) key to display help text.

Press the (F3) key to SAVE and continue.

Press the (F6) key to CANCEL and return to the Develop Element Menu.

Press the (F8/F1) key to CLEAR the screen.

Press the (F8/F5) key to return to the previous page.

**EXPLANATION OF THE CHANGE GENERIC ELEMENT DOMAIN ATTRIBUTE SCREEN:**

**GENERIC ELEMENT:** A structured name given to a generic element. A generic element name consists of an optional modifier and a required class word. The generic element name identifies the domain of values or type of information that can be attached to an object.

**DOMAIN VALUE TYPE IDENTIFIER:** An indication of the domain value type of an information element.

The system will display "QN" (quantitative) in this field if BIT-STRING, INTEGER, FIX-POINT, or FLOATING-POINT was entered in the DATA TYPE NAME field.

**DECIMAL PLACE COUNTING QUANTITY:** An integer that indicates the decimal point placement in an element.

**LOW-RANGE ID:** A character string indicating the smallest value for quantitative data, when a domain is expressed as a range of acceptable values.

**HIGH-RANGE ID:** A character string indicating the largest value for quantitative data, when a domain is expressed as a range of acceptable values.

The value entered for quantitative data high-range ID cannot be larger than the value entered for maximum character count.

Entry in one of the following fields is required for QUANTITATIVE elements prior to submitting the element for approval:

SOURCE LIST TEXT  
LOW RANGE ID AND HIGH RANGE ID  
DOMAIN VALUE ID

#### 4.10 CHANGE GENERIC ELEMENT DOMAIN VALUE

The purpose of this screen is to continue to change a generic element. This screen only appears if a "QL" element has been created or a "QN" element has been created without a Low-Range to High-Range number.

CHANGE GENERIC ELEMENT DOMAIN VALUE
Domain Value ID: (-----35-----)
Domain Value Definition Text:
(-----999-----
-----
-----)
F3 = SAVE to continue; F6 = CANCEL; F8/F1 = CLR FORM; F8/F5 = PREV PAGE

#### Actions:

Press the (F1) key to display help text.

Press the (F3) key to SAVE and continue.

Press the (F6) key to CANCEL and return to the Develop Element Menu.

Press the (F8/F1) key to CLEAR the screen.

Press the (F8/F5) key to return to the previous page.

EXPLANATION OF THE CHANGE GENERIC ELEMENT DOMAIN VALUE SCREEN

DOMAIN VALUE ID: The unique identifier which represents a particular value within the domain of a specific generic element.

Duplicate domain value IDs are not allowed.

DOMAIN VALUE DEFINITION TEXT: Narrative describing the acceptable set of domain values for a specific information element.



**SECTION 5 CREATE DEVELOPMENTAL STANDARD DATA ELEMENT****5.1 CREATE STANDARD DATA ELEMENT NAME**

The purpose of this screen is to begin naming a standard data element. The numbers in parentheses indicate the maximum length of the field.

CREATE STD DATA ELEM NAME
Prime Term Name: (-----170----- ----- -----)
Prime Word Name Position ID: (-2-) Prime Word Name Version Number: (-4-)
Generic Element Name: (-----80----- -----)
F3 = SAVE to continue; F6 = CANCEL F8/F1 = CLR FORM; F8/F2 = PRM WRD; F8/F3 = GE NAME

**Actions:**

Press the (RETURN) key to proceed to the next entry line.

Press the (F1) key to display help text.

Press the (F3) key to SAVE and continue.

Press the (F6) key to CANCEL and return to the Develop Element Menu.

Press the (F8/F1) key to CLEAR the screen.

Press the (F8/F2) key to display valid prime word names and associated attributes.

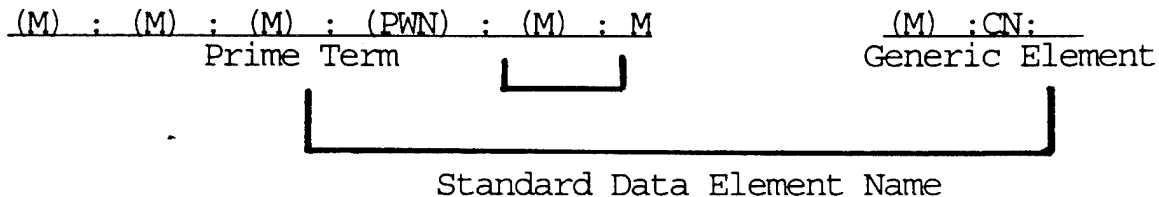
Press the (F8/F3) key to display a list of approved generic element names.

EXPLANATION OF THE CREATE STANDARD DATA ELEMENT NAME SCREEN:

A standard data element name is known by its structured name. The name has two components: a prime term and a generic element name.

1. A prime term identifies an object or relationship between objects about which information is to be kept. An object is represented by a prime word name and optional modifiers that further define its role.
2. The generic element name identifies the domain of values or type of data that can be assigned to an object. It also indicates the domain's structure. Duplicate data element names cannot exist in the repository system.
3. The prime word name may be in any position in front of the generic element in the standard data element name.

The general format for a standard data element name is as follows:



Prime Term = (M) : (M) : (M) : (PWN) : (M) :M (One of the modifiers must be designated as the prime word name)

Generic Element = (M) : CN

```
M    = Optional modifiers
PWN  = (1 required)
CN   = (1 required)
```

**EXPLANATION OF THE CREATE STANDARD DATA ELEMENT NAME SCREEN:**  
(continued)

**PRIME TERM NAME:** (Required Entry). Must contain a prime word name from the prime word name list that is maintained in the repository system.

**MODIFIERS:** Cannot be a class name. Spaces between words identify the beginning of a new modifier in a prime term.

**PRIME WORD NAME:** A character string in a standard data element name that represents the data grouping to which the data element belongs. Prime word names can be hyphenated (no spaces allowed).

**PRIME WORD NAME POSITION ID:** (Required entry). The number identifying the location of the prime word name in the prime term for a standard data element name.

Only one word can be designated as the prime word name and must be taken from the prime word name list. (This is system-generated).

**GENERIC ELEMENT NAME:** (Required entry). A structured name given to a generic element. A generic element name consists of an optional modifier and a required class word. The generic element used in a standard data element name must be an approved element.

Press the (F8/F3) key to display a list of approved generic elements.

Press the (F8/F2) key to display prime word names. (See screens below.)

Prior to submission (while still in a developmental status), the standard data element name can be changed at any time by returning to this screen. The system will not allow you to change the generic element name in the standard data element name.

**All required inputs must be entered before going to the next screen.**

EXPLANATION OF THE CREATE STANDARD DATA ELEMENT NAME SCREEN:  
(continued)

When in the Create Standard Data Element Name screen, you may press F8/F2 to get a list of valid prime word names and their associated attributes. The following screens will appear:

PRIME WORD NAMES		
Prime	Word Name	Version
>	Item 1	2
	Item 2	2
	Item 3	2
	Item 3	2
	Item 4	2

To select a Prime Word Name, highlight the name and press ENTER.

To view Prime Word Name attributes, press (F8/F6).

EXPLANATION OF THE CREATE STANDARD DATA ELEMENT NAME SCREEN:  
(continued)

When in the Prime Word Name list screen, you may press F8/F6 to view the definition for the highlighted Prime Word Name. The following screen will appear:

VIEW PRIME WORD NAME ATTRIBUTES (PAGE 1)		
Prime Word Name:	(-----170-----)	
-----)		
Version Nbr:	(--4--)	Counter ID: (--8--)
		Prime Word Status: (-1-)
Functional Area ID:	(-3-)	Prime Word Name Steward: (--10--)
Prime Word Name Component Code:		
F3 = Return to Prime Word Names; F8/F4=NEXT PAGE		

Actions:

Press (F3) to return to the Prime Word Names List.

Press (F6) to return to Develop Element Menu.

Press (F8/F4) to go to the next page.

EXPLANATION OF THE CREATE STANDARD DATA ELEMENT NAME SCREEN:

(continued)

PRIME WORD NAME: The name of the primary object (I.E., Person, place, thing, or concept) of interest a given standard data element describes. This is a 170 maximum character string for the prime word name.

VERSION NUMBER: The version number of the prime word name.

COUNTER ID: The number assigned to a prime word name which shows the sequence in which it was entered as a proposal into the Defense Data Repository System.

PRIME WORD STATUS: This field contains a single letter that reflects the status of the prime word name in regards to the approval process.

FUNCTIONAL AREA ID: An indication of the functional area of responsibility within the Department of Defense.

PRIME WORD NAME STEWARD: A character string assigned to the office and/or person designated as the functional expert for defining, reviewing, and updating a prime word name and its attributes.

PRIME WORD NAME COMPONENT CODE: A code that denotes the organization that created the given element.

EXPLANATION OF THE CREATE STANDARD DATA ELEMENT NAME SCREEN:  
(continued)

VIEW PRIME WORD NAME ATTRIBUTES (PAGE 2)
Definition Text:
(-----999-----
-----
-----
-----
-----
-----
-----
-----)
F3 = Return to Prime Word Names; F8/F4 = NEXTPAGE; F8/F5 = PREVPAGE

Actions:

Press (F3) to return to the Prime Word Names List.

Press (F6) to return to Develop Element Menu.

Press (F8/F4) to go to the next page to view comment text.

Press (F8/F5) to go to the previous page.

EXPLANATION OF THE CREATE STANDARD DATA ELEMENT NAME SCREEN:

(continued)

VIEW PRIME WORD NAME ATTRIBUTES (PAGE 3)
Comment Text :
(-----999-----
-----
-----
-----
-----
-----
-----
-----)
F3 = Return to Prime Word Names; F8/F4 = MODELS; F8/F5 = PREVPAGE

## Actions:

Press (F3) to return to the Approved Prime Word Names List.

Press (F6) to return to Develop Element Menu.

Press (F8/F4) to go to the next page to view using models.

Press (F8/F5) to go to the previous page.



5.2 CREATE STANDARD DATA ELEMENT ATTRIBUTE

The purpose of this screen is to continue to define a standard data element.

CREATE STD DATA ELEM ATTRIBUTE	
Standard DE Name: (-----250-----)	
-----	
-----	
-----)	
Counter ID: (-----9-----)	Functional Area ID: (-3-)
Access Name: (-----18-----)	Data Type Name: (----16----
Justification Category: (---7---)	Sec. Category: (-----25-----)
Max Char Count: (--4--)	Timeliness ID: (-3-) Standard Auth ID: (-4-)
Steward Name: (-----250-----)	
-----	
-----	
-----)	
Functional Abbreviation: (--32--)	Derivation Code: (-1-)
F3=SAVE; F6=CANCEL; F8/F1=CLR FORM; F8/F5=PREVPAGE	

**Actions:**

Press the (F1) key to display help text.

Press the (F2) key to display CHOICES. (This option is not available for all fields).

Press the (F3) key to SAVE and continue.

Press the (F6) key to CANCEL and return to the Create Standard Data Element Name screen.

Press the (F8/F1) key to CLEAR the screen.

Press the (F8/F5) key to return to the previous page.

EXPLANATION OF THE CREATE STANDARD DATA ELEMENT ATTRIBUTE SCREEN:

STANDARD DATA ELEMENT NAME: Cannot be changed on this screen. To change the data element name return to the Change Standard Data Element option.

COUNTER ID: The number assigned to an information element which shows the sequence in which it was entered as a proposal into the Defense Data Repository System.

DATA TYPE NAME: The name of the way standard data element data domain values are stored in a data base. Allowable values for quantitative elements are: Bit-String (a group of binary digits, 0 and 1), Integer (a positive whole number, 1, 2, 3, etc.; a negative whole number -1, -2, -3, etc.; or zero), Fixed-Point (a number with an established set of decimal places), Floating-Point (a number that can be calculated approximately. A floating point number represents a larger range of values than a fixed point number, but can produce round off numbers in computations). Qualitative elements will have a data type of Character-String (a group of alphanumeric characters) and will be system generated.

FUNCTIONAL AREA ID: (Required entry.) An indication of the functional area of responsibility within the Department of Defense. (An entry in this field will automatically generate the steward name field.)

ACCESS NAME: (Required entry.) An abbreviated name representing a specific data element. An access name is used to reference a data element in a database and must conform to the syntactical requirements of the DBMS or programming language of the application in which a data element is used. This is system generated.

JUSTIFICATION CATEGORY: (Required entry). The justification category entered for the associated generic element is displayed in this field and cannot be changed.

SECURITY CATEGORY: Indicates the level of security required by the specified element.

MAXIMUM CHARACTER COUNT: (Required entry). The maximum number of characters an information element domain value may contain. The maximum character count entered for the associated generic element will be displayed and can be changed to be equal to or less than what was entered for the generic element.

When the element is fixed or floating point, count the decimal as a character position.

EXPLANATION OF THE CREATE STANDARD DATA ELEMENT ATTRIBUTE SCREEN:  
(Continued)

TIMELINESS ID: An indication of how often domain values must be updated or reviewed. The allowable values are:

AR = AS REQUIRED; A = ANNUALLY; BI = BIANNUALLY;  
BM = BIMONTHLY; BW = BIWEEKLY; D = DAILY; H = HOURLY;  
M = MONTHLY; OT = ONE TIME; Q = QUARTERLY; QDY = QUARTER DAY;  
QI = QUINQUENNIALY; QD = QUARDERENNIALY; RT = REAL TIME;  
SA = SEMIANNUALLY; TD = TWICE DAILY; TH = TWICE HOURLY;  
TRA = TRICE YEARLY; TRI = TRIENNIALY; Z = NONE

STANDARDIZATION AUTHORITY ID: The branch of service, government, or international organization that approved the element.

STEWARD NAME: (System generated.) A character string assigned to the office and/or person designated as the functional expert for defining, reviewing and updating a standard data element and its attributes.

FUNCTIONAL ABBREVIATION: A character string denoting the element functional abbreviation. This field is optional for the functional area data steward.

DERIVATION CODE: (Required entry.) A string to denote the derivation type code of the standard data element. The allowable values are:

- 1 = composite
- 2 = derived
- 3 = atomic

### 5.3 CREATE STANDARD DATA ELEMENT AUTHORITY REFERENCE TEXT

The purpose of this screen is to continue to define a standard data element.

CREATE STD DATA ELEMENT AUTHORITY REFERENCE TEXT
Authority Reference Text:
(-----999-----
-----
-----
-----)
F3 = SAVE to continue; F6 = CANCEL F8/F1 = CLR FRM; F8/F5 = PREVPAGE

#### Actions:

Press the (F1) key to display help text.

Press the (F3) key to SAVE and continue.

Press the (F6) key to CANCEL and return to the Develop Element Menu.

Press the (F8/F1) key to CLEAR the screen.

Press the (F8/F5) key to go to the previous screen.

#### EXPLANATION OF THE CREATE STANDARD DATA ELEMENT AUTHORITY REFERENCE SCREEN:

AUTHORITY REFERENCE TEXT: A character string given to a document (regulation, publication, document or other) that authorizes a data element or generic element.

#### 5.4 CREATE STANDARD DATA ELEMENT DEFINITION

The purpose of this screen is to continue to define a standard data element.

CREATE STD DATA ELEM DEFINITION
(-----999-----
-----
-----
-----)
F3 = SAVE to continue; F6 = CANCEL F8/F1 = CLR FRM; F8/F5 = PREV PAGE

#### Actions:

Press the (F1) key to display help text.

Press the (F3) key to SAVE and continue.

Press the (F6) key to CANCEL and return to the Develop Element Menu.

Press the (F8/F1) key to CLEAR the screen.

Press the (F8/F5) key to go to the previous page.

#### EXPLANATION OF THE CREATE STANDARD DATA ELEMENT DEFINITION SCREEN:

**DEFINITION TEXT:** (Required entry) A narrative describing the organizational context or the meaning of the information element that is being created.

### 5.5 CREATE STANDARD DATA ELEMENT COMMENT

The purpose of this screen is to continue to define a standard data element.

CREATE STD DATA ELEM COMMENT
Comment Text :
(-----999-----
-----
-----
-----)
F3 = SAVE to continue; F6 = CANCEL F8/F1 = CLR FRM; F8/F5 = PREVPAGE

#### Actions:

Press the (F1) key to display help text.

Press the (F3) key to SAVE and continue.

Press the (F6) key to CANCEL and return to the Develop Element Menu.

Press the (F8/F1) key to CLEAR the screen.

Press the (F8/F5) key to go to the previous page.

#### EXPLANATION OF THE CREATE STANDARD DATA ELEMENT COMMENT SCREEN:

COMMENT TEXT: This screen contains an administrative narrative regarding the standard data element that is being created.

## 5.6 CREATE STANDARD DATA ELEMENT SOURCE

The purpose of this screen is to continue to define a standard data element.

CREATE STD DATA ELEM SOURCE
Domain Value Type ID: (-2-)
Source List Text:
(-----999-----
-----
-----
-----)
F3 = SAVE to continue; F6 = CANCEL F8/F1 = CLR FRM; F8/F5 = PREVPAGE

### Actions:

Press the (F1) key to display help text.

Press the (F3) key to SAVE and continue.

Press the (F6) key to CANCEL and return to the Develop Element Menu.

Press the (F8/F1) key to CLEAR the screen.

Press the (F8/F5) key to go to the previous page.

EXPLANATION OF THE CREATE STANDARD DATA SOURCE LIST TEXT SCREEN:

DOMAIN VALUE TYPE ID: An indication of the domain value type of an information element.

The system will display a "QL" (qualitative) in this field if CHARACTER-STRING was entered in the DATA TYPE NAME field.

The system will display "QN" (quantitative) in this field if BIT-STRING, INTEGER, FIX-POINT, or FLOATING-POINT was entered in the DATA TYPE NAME field.

SOURCE LIST TEXT: The source in which lengthy code lists are enumerated for the user. This source can be either a manual or automatic medium. The specified source may list specific or general values.

A QUANTITATIVE element must have a Source List Text, a High-Low Range, and/or assigned Domain Values. Nothing is required for a QUALITATIVE element.



### 5.7 CREATE STANDARD DATA ELEMENT DOMAIN VALUES

The purpose of this screen is to continue to define a standard data element.

CREATE STD DATA ELEM DOMAIN VALUE
Domain Value Type ID: (-2-)
Domain Definition Text: (-----999----- ----- ----- -----)
F3 = SAVE to continue; F6 = CANCEL F8/F1 = CLR FRM; F8/F5 = PREVPAGE

#### Actions:

Press the (F1) key to display help text.

Press the (F3) key to SAVE and continue.

Press the (F6) key to CANCEL and return to the Develop Element Menu.

Press the (F8/F1) key to CLEAR the screen.

Press the (F8/F5) key to go to the previous page.

EXPLANATION OF THE CREATE STANDARD DATA ELEMENT DOMAIN VALUES SCREEN:

DOMAIN VALUE TYPE ID: An indication of the domain value type of an information element.

The system will display a "QL" (qualitative) in this field if CHARACTER-STRING was entered in the DATA TYPE NAME field.

The system will display "QN" (quantitative) in this field if BIT-STRING, INTEGER, FIX-POINT, or FLOATING-POINT was entered in the DATA TYPE NAME field.

DOMAIN DEFINITION TEXT: (Required entry.) A narrative describing the acceptable set of domain values for a specific information element.

The domain definition entered for the associated generic element is displayed and can be changed.

**SECTION 5, PART A CREATE QUALITATIVE STANDARD DATA ELEMENT ATTRIBUTES****5.A.1 CREATE STANDARD DATA ELEMENT DOMAIN ATTRIBUTE**

The purpose of this screen is to continue to define a standard data element that is QUALITATIVE in nature.

CREATE STD DATA ELEM DOMAIN ATTRIBUTE	
Standard DE Name:	(-----250-----)
-----	
-----	
-----)	
Domain Value Type ID: (-2-)	Accuracy Number Percent: (-3-)
F3 = SAVE to continue; F6 = CANCEL	
F8/F1 = CLR FRM; F8/F5 = PREVPAGE	

**Actions:**

Press the (F1) key to display help text.

Press the (F3) key to SAVE and continue.

Press the (F6) key to CANCEL and return to the Create Standard Data Element Name screen.

Press the (F8/F1) key to CLEAR the screen.

Press the (F8/F5) key to return to the previous page.

EXPLANATION OF THE CREATE STANDARD DATA ELEMENT DOMAIN ATTRIBUTE SCREEN:

STANDARD DATA ELEMENT NAME: Cannot be changed on this screen. To change the data element name return to the Change Standard Data Element option.

DOMAIN VALUE TYPE IDENTIFIER: An indication of the domain value type of an information element.

The system will display a "QL" (qualitative) in this field if CHARACTER-STRING was entered in the DATA TYPE NAME field.

ACCURACY NUMBER PERCENT: An indication of how accurate a qualitative domain value must be.

The allowable values are 1 - 100 percent.

5.A.2 CREATE STANDARD DATA ELEMENT DOMAIN VALUE

The purpose of this screen is to continue to define a standard data element that is QUALITATIVE in nature. This screen is displayed when creating a qualitative data element that **did not** have specific domain values specified for the associated generic element. If the generic element **did** have domain values specified, then the Generic Element Domain Values screen will appear (see next section).

CREATE STD DATA ELEM DOMAIN VALUE
Domain Value ID: (-----35-----)
Domain Value Definition Text:
(-----999-----
-----
-----
-----)
<p style="text-align: center;">This is the last entry screen.            If there are no values, press the F6 key.            F3 = SAVE; F6 = CANCEL; F8/F1 = CLR FORM; F8/F5 = PREVPAGE</p>

Actions: -

Press the (F1) key to display help text.

Press the (F3) key to SAVE and continue.

Press the (F6) key to CANCEL and return to the Create Standard Data Element Name screen.

Press the (F8/F1) key to CLEAR the screen.

Press the (F8/F5) key to return to the previous page.

EXPLANATION OF THE CREATE STANDARD DATA ELEMENT DOMAIN VALUE SCREEN:

DOMAIN VALUE ID: The unique identifier which represents a particular value within the domain of a specific standard data element.

DOMAIN VALUE DEFINITION TEXT: A narrative describing the meaning of a specific domain value ID.

### 5.A.3 GENERIC ELEMENT DOMAIN VALUES LIST

This screen is displayed when creating a qualitative data element that had specific values specified for the associated generic element. Highlight the values you want to include in your standard data element and press RETURN. Domain value definitions can be viewed by highlighting the desired item and pressing the F8/F6 key.

GENERIC ELEMENT DOMAIN VALUES	
>	Item 1
	Item 2
	Item 3
	Item 4
	Item 5
	Item 6
	Item 7
	Item 8
MARK DV=F2 & RETURN;F8/(F1=SLCT ALL;F5=PREV PAGE;F6=VIEW DEF)	

#### Actions:

Press the (F1) key to display help text.

Press the (F2) key to mark and press return to select domain values.

Press the (F6) key to CANCEL and return to the develop elements menu.

Press the (F8/F1) key to select all domain values.

Press the (F8/F5) key to go to the previous page.

Press the (F8/F6) key to view domain value definitions.

EXPLANATION OF THE GENERIC ELEMENT DOMAIN VALUES LIST:

Displayed are the domain values associated with the specified generic element. Press (F2) to mark the domain value(s) that you wish to use for the standard data element that is being created and press RETURN.

FUNCTION KEY DESCRIPTIONS

F1 HELP: Display help text.

F2 MARK: Mark, select and press return to specific domain values of the generic element.

F6 CANCEL: CANCEL and return to the Develop Elements menu.

F8/F1 SLCT ALL: This combination will allow you to select all domain values for the standard data element.

F8/F5 PREVPAGE: This option will return to the previous page.

F8/F6 VIEW DEF: This option will display the domain value definition screen for the specified domain value.

#### 5.A.4 CURRENT STANDARD DATA ELEMENT DOMAIN VALUES LIST

This list displays the domain values associated with the standard data element that is being defined.

Current Std Data Elem Domain Values	
>	Item 1 Item 2 Item 3 Item 4 Item 5 Item 6 Item 7 Item 8
F8/F3=SLCT GEDV;F8/F4=DRP DEDV;F8/F5=PREVPAGE;F8/F6=VIEW DEF	

#### Actions:

Press the (F1) key to display help text.

Press the (F6) key to CANCEL and return to the develop elements menu.

Press the (F8/F3) key to select a domain value from the generic element.

Press the (F8/F4) key to drop a domain value.

Press the (F8/F5) key to go to the previous page.

Press the (F8/F6) key to view domain value definitions.



EXPLANATION OF THE CURRENT STANDARD DATA ELEMENT DOMAIN VALUES LIST:

Displayed is a list of the domain values that are currently assigned to a standard data element name.

FUNCTION KEY DESCRIPTIONS

F8/F3 SLCT GEDV: This option allows you to select a domain value from the Generic Element Domain Value list to assign to the standard data element.

F8/F4 DROP GEDV: This option will drop a domain value from the standard data element.

F8/F5 PREVPAGE: This option will return to the previous page.

F8/F6 VIEW DEF: This option will display the domain value definition screen for the specified domain value.

**SECTION 5, PART B CREATE QUANTITATIVE STANDARD DATA ELEMENT****5.B.1 CREATE STANDARD DATA ELEMENT FORMULA TEXT/UNIT MEASURE NAME**

The purpose of this screen is to continue to define a standard data element that is QUANTITATIVE in nature.

CREATE STD DATA ELEM FORMULA TEXT/UNIT MEASURE NAME
Unit Measure Name: (-----30-----)
Formula Text:
(-----999-----
-----
-----)
F3 = SAVE to continue; F6 = CANCEL F8/F1 = CLR FORM; F8/F5 = PREVPAGE

**Actions:**

Press the (F1) key to display help text.

Press the (F3) key to SAVE and continue.

Press the (F6) key to CANCEL and return to the Create Standard Data Element Name screen.

Press the (F8/F1) key to CLEAR the screen.

Press the (F8/F5) key to return to the previous page.

**EXPLANATION OF THE CREATE STANDARD DATA ELEMENT FORMULA/UNIT MEASURE NAME SCREEN:**

**UNIT MEASURE NAME:** The word or words that express the terms in which the dimension, quantity, or capacity of an object can be stated.

**FORMULA TEXT:** Free-form text which describes the specific mathematical formula or process required to calculate the value of a given quantitative standard data element. This screen will only appear if you are creating a standard data element that is QUANTITATIVE in nature. Qualitative elements will not contain formula text. This field is required for standard data element derivation types of composite and derived.

### 5.B.2 CREATE STANDARD DATA ELEMENT DOMAIN ATTRIBUTE

The purpose of this screen is to continue to define a standard data element that is QUANTITATIVE in nature. A QUANTITATIVE element must have either Source List text, a High-Low range, or Domain Values. If it has more than one of these, an error will be generated when the element is submitted for approval.

CREATE STD DATA ELEM DOMAIN ATTRIBUTES	
Standard DE Name: (-----250-----	
-----	
-----	
-----)	
Domain Value Type ID: (-2-)	
Quantitative Accuracy ID: (-2-)	Decimal Place Count Quantity: (-2-)
Low-Range ID: (-----20-----)	High-Range ID: (-----20-----)
F3 = SAVE to continue; F6 = CANCEL	
F8/F1 = CLR FORM; F8/F5 = PREVPAGE	

#### Actions:

Press the (F1) key to display help text.

Press the (F2) key to display CHOICES. (This option is not available for all fields.)

Press the (F3) key to SAVE and continue.

Press the (F6) key to CANCEL and return to the Develop Element Menu.

Press the (F8/F1) key to CLEAR the screen.

Press the (F8/F5) to go to the previous page.

### EXPLANATION OF THE CREATE STANDARD DATA ELEMENT DOMAIN ATTRIBUTES SCREEN:

STANDARD DATA ELEMENT NAME: Cannot be changed on this screen. To change the data element name return to the Change Standard Data Element option.

DOMAIN VALUE TYPE IDENTIFIER: An indication of the domain value type of an information element.

The system will display "QN" (quantitative) in this field if BIT-STRING, INTEGER, FIX-POINT, or FLOATING-POINT was entered in the DATA TYPE NAME field.

QUANTITATIVE ACCURACY ID: An indication of how accurate a quantitative data value must be.

Allowable values: 1 = NEAREST MILLION; 2 = NEAREST 100K;  
3 = NEAREST 10K; 4 = NEAREST 1K; 5 = NEAREST 100;  
6 = NEAREST 10; 7 = NEAREST 1; 8 = NEAREST .1;  
9 = NEAREST .01; 10 = NEAREST .001; 11 = NEAREST .0001;  
12 = NEAREST .00001; 13 = NEAREST .000001;  
14 = NEAREST .0000001; 99 = NONE

DECIMAL PLACE COUNTING QUANTITY: An integer that indicates the decimal point placement in a element.

If the associated generic element data type name is fixed point, the generic element decimal place number will be displayed and cannot be changed.

If the associated generic element data type name is other than fixed-point and there is a decimal place number, the number will be displayed and you will be able to change it to be less than the decimal point number of the generic element.

Cannot be larger than the maximum character count.

LOW-RANGE ID: A character string indicating the smallest value for quantitative data when a domain is expressed as a range of acceptable values.

If a low-range number was specified for the associated generic element, it will be displayed. The low-range number can be changed as long as it is still within the number range of the generic element.

HIGH-RANGE ID: A character string indicating the largest value for quantitative data when a domain is expressed as a range of acceptable values.

EXPLANATION OF THE CREATE STANDARD DATA ELEMENT DOMAIN ATTRIBUTES  
SCREEN (cont.):

If a high-range number was specified for the associated generic element, it will be displayed. The high-range number can still be changed as long as it is still within the number range of the generic element.

The value entered for the quantitative data high-range cannot be larger than the value entered for the maximum character count.

### 5.B.3 CREATE STANDARD DATA ELEMENT DOMAIN VALUE

The purpose of this screen is to continue to define a standard data element that is QUANTITATIVE in nature. This screen is displayed when creating a quantitative data element that **did not** have specific values specified for the associated generic element. If the generic element **did** have domain values specified, then the Generic Element Domain Values screen will appear (see next section).

CREATE STD DATA ELEM DOMAIN VALUE
Domain Value ID: (-----35-----)
Domain Value Definition Text:
(-----999-----
-----
-----
-----)
F3 = SAVE to continue; F6 = CANCEL; F8/F1 = CLR FORM

#### Actions:

Press the (F1) key to display help text.

Press the (F3) key to SAVE and continue.

Press the (F6) key to CANCEL and return to the Develop Element Menu.

Press the (F8/F1) key to CLEAR the screen.

EXPLANATION OF THE CREATE STANDARD DATA ELEMENT DOMAIN VALUES  
SCREEN:

DOMAIN VALUE ID: The unique identifier which represents a particular value within the domain of a specific standard data element.

DOMAIN VALUE DEFINITION TEXT: A narrative describing the meaning of a specific domain value ID.

#### 5.B.4 GENERIC ELEMENT DOMAIN VALUES LIST

This screen is displayed when creating a quantitative data element that had specific values specified for the associated generic element.

GENERIC ELEMENT DOMAIN VALUES	
>	Item 1
	Item 2
	Item 3
	Item 4
	Item 5
	Item 6
	Item 7
	Item 8
MARK DV=F2 & RETURN; F8/ (F1=SLCT ALL; F5=PREVPG; F6=VIEW DEF)	

#### Actions:

Press the (F1) key to display help text.

Press the (F2) key to mark and press return to select specific domain values of the generic element.

Press the (F6) key to CANCEL and return to the Develop Elements menu.

Press the (F8/F1) key to select all domain values of the generic element.

Press the (F8/F5) key to go to the previous page.

Press the (F8/F6) key to view a domain value definitions.



EXPLANATION OF THE GENERIC ELEMENT DOMAIN VALUES LIST:

Displayed are the domain values associated with the specified generic element. Press (F2) to mark the domain value(s) that you wish to use for the standard data element that is being created and press RETURN.

FUNCTION KEY DESCRIPTIONS

F1 HELP: Display help text.

F2 MARK: Mark and select specific domain values of the generic element.

F6 CANCEL: CANCEL and return to the Develop Elements menu.

F8/F1 SLCT ALL: This combination will allow you to select all domain values.

F8/F5 PREVPAGE: This option will return to the previous page.

F8/F6 VIEW DEF: This option will display the domain value definition screen for the specified domain value.

### 5.B.5 CURRENT STANDARD DATA ELEMENT DOMAIN VALUES LIST

This list displays the domain values associated with the standard data element that is being defined.

CURRENT STD DATA ELEM DOMAIN VALUES	
>	Item 1 Item 2 Item 3 Item 4 Item 5 Item 6 Item 7 Item 8
F8/F3=SLCT GEDV; F8/F4=DROP GEDV; F8/F5=PREVPAGE; F8/F6=VIEW DEF	

#### Actions:

Press the (F1) key to display help text.

Press the (F6) key to CANCEL and return to the develop elements menu.

Press the (F8/F3) key to select a domain value.

Press (F8/F4) key to drop a domain value.

Press the (F8/F5) key to go to the previous page.

Press the (F8/F6) key to view domain value definitions.

EXPLANATION OF THE CURRENT STANDARD DATA ELEMENT DOMAIN VALUES LIST:

CURRENT STANDARD DATA ELEMENT DOMAIN VALUES: Displayed is a list of the domain values that are currently assigned to a standard data element name.

FUNCTION KEY DESCRIPTIONS

F8/F3 SLCT GEDV: This option will select a domain value from the list that you want to assign to the standard data element.

F8/F4 DROP GEDV: This option will drop a domain value from the standard data element name.

F8/F5 PREVPAGE: This option will return to the previous page.

F8/F6 VIEW DEF: This option will display the domain value definition screen for the specified domain value.

Return to the Develop Element Menu or the DDRS Main Menu to submit your standard data element for approval.

**SECTION 6 CHANGE DEVELOPMENTAL STANDARD DATA ELEMENT****6.1 CHANGE STANDARD DATA ELEMENT**

The purpose of this screen is to identify the standard data element that you want to change.

SELECT STANDARD DATA ELEMENT	
Element Counter: (--9--)	Status Code: (-1-)
Standard Data Element Name: (-----250----- ----- ----- -----)	
F3 = SAVE to continue; F6 = CANCEL	

**Actions:**

Press the (F1) key to display help text.

Press the (F3) key to SAVE and continue.

Press the (F6) key to CANCEL and return to the Develop Element Menu.

EXPLANATION OF THE SELECT STANDARD DATA ELEMENT SCREEN:

ELEMENT COUNTER: The number assigned to an information element which shows the sequence in which it was entered as a proposal into the Defense Data Repository System.

STATUS CODE: A code which describes the status of a given element in the standardization process.

STANDARD DATA ELEMENT NAME: The name of the standard data element that you want to change. The following rules apply:

1. You can only make changes to elements that you or someone within your group ID created.
2. You can only make changes to elements that have been disapproved for use or have not been submitted for approval.

## 6.2 CHANGE STANDARD DATA ELEMENT NAME

The purpose of this screen is to continue to change a standard data element.

CHANGE STD DATA ELEM NAME
Prime Term Name: (-----170-----)
-----)
Prime Word Name Position ID: (-2-) Prime Word Name Version Number: (-4-)
Generic Element Name: (-----80-----)
-----)
F3 = SAVE to continue; F6 = CANCEL F8/F1 = CLR FORM; F8/F2 = PRM OBJ; F8/F3=GENAME

### Actions:

Press the (RETURN) key to proceed to the next entry line.

Press the (F1) key to display help text.

Press the (F3) key to SAVE and continue.

Press the (F6) key to CANCEL and return to the Develop Element Menu.

Press the (F8/F1) key to CLEAR the screen.

Press the (F8/F2) key to display a list of prime word names and associated attributes.

Press the (F8/F3) key to display a list of approved generic element names.

EXPLANATION OF THE CHANGE STANDARD DATA ELEMENT NAME SCREEN:

PRIME TERM NAME: A prime term identifies an object or relationship between objects about which the DoD wishes to keep information. An object is represented by a prime word name and optional modifiers that further define its role.

Duplicate standard element names cannot exist in the repository system.

Prior to submission (while in a developmental status) the standard data element name can be changed at any time by returning to this screen. The system will not allow you to change the generic element name in the standard data element name.

Prime word names can be hyphenated.

Spaces between words identify the beginning of a new modifier in a prime term.

PRIME WORD NAME POSITION ID: (Required entry.) The number identifying the location of the prime word in the prime term for a standard data element name.

Only one word can be designated as the prime word and must be taken from the prime word list.

Press the (F8/F2) key to display a list of valid prime word names. Highlight the desired prime word names and press (RETURN).

PRIME WORD NAME VERSION NUMBER: (Required Entry) The version number of the prime word name.

GENERIC ELEMENT NAME: (Required Entry) A structured name given to a generic element. A generic element name consists of an optional modifier and a required class word. The generic element name identifies the domain of values or type of information that can be attached to an object.

6.3 CHANGE STANDARD DATA ELEMENT ATTRIBUTE

The purpose of this screen is to continue to change a standard data element.

CHANGE STD DATA ELEM ATTRIBUTE	
Standard DE Name: (-----250----- ----- ----- -----)	
Counter ID: (--9--)	Functional Area ID: (-3-)
Access Name: (---18---)	Data Type Name: (----16----
Justification Category: (--7--) Sec. Category: (-----25-----)	
Max Char Count: (--4--) Timeliness ID: (-3-) Standard Auth ID: (--4--)	
Steward Name: (-----250----- ----- ----- -----)	
Functional Abbreviation: (--32--) Derivation Code: (-1-)	
F3=SAVE to continue; F6=CANCEL; F8/F1=CLR FORM; F8/F5=PREVPAGE	

**Actions:**

Press the (F1) key to display help text.

Press the (F2) key to display CHOICES. (This option is not available for all fields.)

Press the (F3) key to SAVE and continue.

Press the (F6) key to CANCEL and return to the Select Standard Data Element Screen.

Press the (F8/F1) key to CLEAR the screen.

Press the (F8/F5) key to return to the previous page.



**EXPLANATION OF THE CHANGE STANDARD DATA ELEMENT ATTRIBUTE SCREEN:**

**STANDARD DATA ELEMENT NAME:** Cannot be changed on this screen. To change the data element name, return to the Change Standard Data Element option.

**COUNTER ID:** The number assigned to an information element which shows the sequence in which it was entered as a proposal into the Defense Data Repository System.

**FUNCTIONAL AREA ID:** (Required entry.) An indication of the functional area of responsibility within the Department of Defense. (An entry in this field will automatically generate the steward name field.)

**ACCESS NAME:** (Required entry.) An abbreviated name representing a specific data element. An access name is used to reference a data element in a database and must conform to the syntactical requirements of the DBMS or programming language of the application in which a data element is used. This is system generated.

**DATA TYPE NAME:** The name of the way standard data element data domain values are stored in a data base. Allowable values for quantitative elements are: Bit-String (a group of binary digits, 0 and 1), Integer (a positive whole number, 1, 2, 3, etc.; a negative whole number -1, -2, -3, etc.; or zero), Fixed-Point (a number with an established set of decimal places), Floating-Point (a number that can be calculated approximately. A floating point number represents a larger range of values than a fixed point number, but can produce round off numbers in computations). Qualitative elements will have a data type of Character-String (a group of alphanumeric characters) and will be system generated.

**JUSTIFICATION CATEGORY:** The justification category entered for the associated generic element is displayed in this field and cannot be changed.

**SECURITY CATEGORY:** The level of security required by the specified element.

**MAXIMUM CHARACTER COUNT:** (Required entry.) The maximum number of characters an information element data value may contain. The allowable values are: 1 to 9999

The maximum character count entered for the associated generic element will be displayed and can be changed to be equal to or less than what was entered for the generic element.

When an element is fixed or floating point, count the decimal as a character position.

EXPLANATION OF THE CHANGE STANDARD DATA ELEMENT ATTRIBUTE SCREEN:  
(continued)

TIMELINESS: An indication of how often domain values must be updated or reviewed.  
The allowable values are:

AR = AS REQUIRED; A = ANNUALLY; BI = BIANNUALLY;  
BM = BIMONTHLY; BW = BIWEEKLY; D = DAILY; H = HOURLY;  
M = MONTHLY; OT = ONE TIME; Q = QUARTERLY; QDY = QUARTER DAY;  
QI = QUINQUENNIALLY; QD = QUARDERENNIALLY; RT = REAL TIME;  
SA = SEMIANNUALLY; TD = TWICE DAILY; TH = TWICE HOURLY;  
TRA = TRICE YEARLY; TRI = TRIENNIALLY; Z = NONE

STANDARDIZATION AUTHORITY ID: The branch of service, government, or international organization that approved the element.

The standardization authority entered for the associated generic element name is displayed and can be changed.

STEWARD NAME: (System generated.) A character string assigned to the office and/or person designated as the functional expert for defining, reviewing and updating a standard data element and its attributes.

FUNCTIONAL ABBREVIATION: A character string denoting the element functional abbreviation. This field is optional for the functional area data steward.

DERIVATION CODE: (Required entry.) A character string to denote the derivation type code of the standard data element. The allowable values are:

- 1 = composite
- 2 = derived
- 3 = atomic

#### 6.4 CHANGE STANDARD DATA ELEMENT AUTHORITY REFERENCE TEXT

The purpose of this screen is to continue to change a standard data element.

CHANGE STD DATA ELEM AUTH REF TEXT
Authority Reference Text:
(-----999-----
-----
-----
-----)
F3 = SAVE to continue; F6 = CANCEL F8/F1 = CLR FORM; F8/F5 = PREVPAGE

#### Actions:

Press the (F1) key to display help text.

Press the (F3) key to SAVE and continue.

Press the (F6) key to CANCEL and return to the Develop Element Menu.

Press the (F8/F1) key to CLEAR the screen.

Press the (F8/F5) key to go to the previous page.

#### EXPLANATION OF THE CHANGE STANDARD DATA ELEMENT AUTHORITY REFERENCE TEXT SCREEN:

AUTHORITY REFERENCE TEXT: A character string given to a document that authorizes a data element or generic element. The authority reference text originally entered will be displayed and can be changed if necessary.

## 6.5 CHANGE STANDARD DATA ELEMENT DEFINITION

The purpose of this screen is to continue to change a standard data element.

CHANGE STD DATA ELEM DEFINITION
Definition Text:
(-----999-----
-----
-----
-----)
F3 = SAVE to continue; F6 = CANCEL F8/F1 = CLR FORM; F8/F5 = PREVPAGE

### Actions:

Press the (F1) key to display help text.

Press the (F3) key to SAVE and continue.

Press the (F6) key to CANCEL and return to the Develop Element Menu.

Press the (F8/F1) key to CLEAR the screen.

Press the (F8/F5) key to go to the previous page.

### EXPLANATION OF THE CREATE GENERIC ELEMENT COMMENT SCREEN:

**DEFINITION TEXT:** (Required entry.) A narrative describing the organizational context or the meaning of an information element. The definition text originally entered is displayed and can be changed if necessary.

## 6.6 CHANGE STANDARD DATA ELEMENT COMMENT

The purpose of this screen is to continue to change a standard data element.

CHANGE STD DATA ELEM COMMENT
Comment Text:
(-----999-----
-----
-----
-----)
F3 = SAVE to continue; F6 = CANCEL F8/F1 = CLR FORM; F8/F5 = PREVPAGE

### Actions:

Press the (F1) key to display help text.

Press the (F3) key to SAVE and continue.

Press the (F6) key to CANCEL and return to the Develop Element Menu.

Press the (F8/F1) key to CLEAR the screen.

Press the (F8/F5) key to go to the previous page.

### EXPLANATION OF THE CHANGE STANDARD DATA ELEMENT COMMENT SCREEN:

COMMENT TEXT: This screen contains an administrative narrative regarding the data element that is being created.

## 6.7 CHANGE STANDARD DATA ELEMENT SOURCE

The purpose of this screen is to continue to change a standard data element.

CHANGE STD DATA ELEM SOURCE
Domain Value Type ID: (-2-)
Source List Text:
(-----999-----
-----
-----
-----)
F3 = SAVE to continue; F6 = CANCEL F8/F1 = CLR FORM; F8/F5 = PREVPAGE

### Actions:

Press the (F1) key to display help text.

Press the (F3) key to SAVE and continue.

Press the (F6) key to CANCEL and return to the Develop Element Menu.

Press the (F8/F1) key to CLEAR the screen.

Press the (F8/F5) key to go to the previous page.

EXPLANATION OF THE CHANGE STANDARD DATA ELEMENT SOURCE SCREEN:

DOMAIN VALUE TYPE ID: An indication of the domain value type of an information element.

The system will display a "QL" (qualitative) in this field if CHARACTER-STRING was entered in the DATA TYPE NAME field.

The system will display "QN" (quantitative) in this field if BIT-STRING, INTEGER, FIX-POINT, or FLOATING-POINT was entered in the DATA TYPE NAME field.

SOURCE LIST TEXT: The source in which lengthy code lists are enumerated for the user.

A QUANTITATIVE element must have a Source List Text, a High-Low Range, and/or assigned Domain Values. Nothing is required for a QUALITATIVE element.

## 6.8 CHANGE STANDARD DATA ELEMENT DOMAIN VALUES

The purpose of this screen is to continue to change a standard data element.

CHANGE STD DATA ELEM DOMAIN VALUES
Domain Value Type ID: (-2-)
Domain Definition Text:
(-----999-----
-----
-----
-----)
F3 = SAVE to continue; F6 = CANCEL F8/F1 = CLR FORM; F8/F5 = PREVPAGE

### Actions:

Press the (F1) key to display help text.

Press the (F3) key to SAVE and continue.

Press the (F6) key to CANCEL and return to the Develop Element Menu.

Press the (F8/F1) key to CLEAR the screen.

Press the (F8/F5) key to go to the previous page.



EXPLANATION OF THE CHANGE STANDARD DATA ELEMENT DOMAIN DEFINITION SCREEN:

DOMAIN VALUE TYPE IDENTIFIER: An indication of the domain value type of an information element.

The system will display a "QL" (qualitative) in this field if CHARACTER-STRING was entered in the DATA TYPE NAME field.

The system will display "QN" (quantitative) in this field if BIT-STRING, INTEGER, FIX-POINT, or FLOATING-POINT was entered in the DATA TYPE NAME field.

DOMAIN DEFINITION TEXT: (Required entry.) A narrative describing the acceptable set of domain values for a specific information element.

The domain definition entered for the associated generic element is displayed and can be changed.

**SECTION 6, PART A CHANGE QUALITATIVE STANDARD DATA ELEMENT ATTRIBUTES****6.A.1 CHANGE STANDARD DATA ELEMENT DOMAIN ATTRIBUTE**

The purpose of this screen is to continue to change a standard data element that is QUALITATIVE in nature.

CHANGE STD DATA ELEM DOMAIN ATTRIBUTE
Standard DE Name: (-----250----- ----- -----) Domain Value Type ID: (-2-) Accuracy Number Percent: (-3-)  F3 = SAVE to continue; F6 = CANCEL F8/F1 = CLR FORM; F8/F5 = PREVPAGE

**Actions:**

Press the (F1) key to display help text.

Press the (F3) key to SAVE and continue.

Press the (F6) key to CANCEL and return to the Develop Element Menu.

Press the (F8/F1) key to CLEAR the screen.

Press the (F8/F5) key to go to the previous page.

EXPLANATION OF THE CHANGE STANDARD DATA ELEMENT ATTRIBUTES SCREEN:

STANDARD DATA ELEMENT NAME: Cannot be changed on this screen. To change the data element name return to the Change Standard Data Element option.

DOMAIN VALUE TYPE IDENTIFIER: An indication of the domain value type of an information element.

The system will display a "QL" (qualitative) in this field because Character-String was entered in the DATA TYPE NAME field.

ACCURACY NUMBER PERCENT: An indication of how accurate a qualitative domain value must be.

The allowable values are 1 - 100 percent.

## 6.A.2 CHANGE STANDARD DATA ELEMENT DOMAIN VALUE

The purpose of this screen is to continue to change a standard data element that is QUALITATIVE in nature. This screen is displayed when changing a qualitative data element that had no specific domain values specified for either the associated generic element or for the standard element. If the standard data element **did** have domain values specified, then the Current Standard Data Element Domain Values screen will appear (see next section).

CHANGE STD DATA ELEM DOMAIN VALUE
Domain Value ID: (-----35-----)
Domain Value Definition Text:
(-----999----- ----- ----- -----)
<p style="text-align: center;">This is the last entry screen. If there are no values press the F6 key.</p> <p style="text-align: center;">F3 = SAVE to continue; F6 = CANCEL; F8/F1 = CLR FORM</p>

### Actions:

Press the (F1) key to display help text.

Press the (F3) key to SAVE and continue.

Press the (F6) key to CANCEL and return to the Develop Element Menu.

Press the (F8/F1) key to CLEAR the screen.

### EXPLANATION OF THE CREATE STANDARD DATA ELEMENT DOMAIN VALUES SCREEN:

DOMAIN VALUE ID: The unique identifier which represents a particular value within the domain of a specific standard data element.

DOMAIN VALUE DEFINITION TEXT: A narrative describing the meaning of a specific domain value ID.

### 6.A.3 CURRENT STANDARD DATA ELEMENT DOMAIN VALUES LIST

This list displays the domain values, if any, associated with the standard data element. If none of the domain values of the generic element have been associated with the standard data element, then the screen will display the Generic Element Domain Values screen. (See next section).

Current Std Data Elem Domain Values	
>	Item 1
	Item 2
	Item 3
	Item 4
	Item 5
	Item 6
	Item 7
	Item 8
F8/F3=SEL GEDV; F8/F4=DRP DEDV; F8/F5=PREV PG; F8/F6=VIEW DEF	

#### Actions:

Press the (F1) key to display help text.

Press the (F6) key to CANCEL and return to the Develop Elements Menu.

Press the (F8/F3) key to select a domain value from the generic element.

Press the (F8/F4) key to drop a domain value.

Press the (F8/F5) key to go to the previous page.

Press the (F8/F6) key to view a domain value definition.

FUNCTION KEY DESCRIPTIONS

F8/F3 SLCT GEDV: This option will permit you to select a domain value from the generic element for use at the standard data element. (see previous section).

F8/F4 DROP DOM: This option will drop a domain value from the standard data element.

F8/F5 PREVPAGE: This option will return to the previous page.

F8/F6 VIEW DEF: This option will display the domain definition screen for the specified domain value.

When the desired changes have been made to the standard data element, return to the submit option and submit the element for approval.

#### 6.A.4 GENERIC ELEMENT DOMAIN VALUES LIST

This screen displays the domain values specified for the associated generic element.

GENERIC ELEMENT DOMAIN VALUES	
>	Item 1
	Item 2
	Item 3
	Item 4
	Item 5
	Item 6
	Item 7
	Item 8
MARK DV=F2 & RETURN;F8/ (F1=SLCT ALL;F5=PREVPAGE;F6=VIEW DEF)	

#### Actions:

Press the (F1) key to display help text.

Press the (F2) key to mark and press return to and select domain values.

Press the (F6) key to CANCEL and return to the develop elements menu.

Press the (F8/F1) key to select all domain values.

Press the (F8/F5) key to go to the previous page.

Press the (F8/F6) key to view domain value definitions.

EXPLANATION OF THE GENERIC ELEMENT DOMAIN VALUES LIST:

The domain values associated with the specified generic element in the developmental standard element name are displayed. Press (F2) to mark the domain value that you wish to use for the standard data element that is being changed and press (RETURN).

FUNCTION KEY DESCRIPTIONS

F1 HELP: Display help text.

F2 MARK: Mark and press return to select specific domain values of the generic element.

F6 CANCEL: CANCEL and return to the Develop Elements menu.

F8/F1 SLCT ALL: This combination will allow you to select all the generic domain values for the standard data element.

F8/F5 PREVPAGE: This option will return to the previous page.

F8/F6 VIEW DEF: This option will display the domain value definition screen for the specified domain value.



**SECTION 6, PART B CHANGE QUANTITATIVE STANDARD DATA ELEMENTS****6.B.1 CHANGE STANDARD DATA ELEMENT FORMULA TEXT/UNIT MEASURE NAME**

The purpose of this screen is to continue to change a standard data element that is QUANTITATIVE in nature.

CHANGE STD DATA ELEM FORMULA TEXT/UNIT MEASURE NAME
Unit Measure Name: (---30---)
Formula Text:
(-----999-----
-----
-----
-----)
F3 = SAVE to continue; F6 = CANCEL
F8/F1 = CLR FORM; F8/F5 = PREVPAGE

**Actions:**

Press the (F1) key to display help text.

Press the (F3) key to SAVE and continue.

Press the (F6) key to CANCEL and return to the Select Standard Data Element Name screen.

Press the (F8/F1) key to CLEAR the screen.

Press the (F8/F5) key to return to the previous page.

**EXPLANATION OF THE CHANGE STANDARD DATA ELEMENT FORMULA TEXT/UNIT MEASURE NAME SCREEN:**

**UNIT MEASURE NAME:** The word or words that express the terms in which the dimension, quantity, or capacity of an object can be stated.

**FORMULA TEXT:** Free-form text which describes the specific mathematical formula or process required to calculate the value of a given quantitative standard data element.

This field is required for standard data element derivation types of composite and derived.

This screen will only appear if you are creating a standard data element that is QUANTITATIVE in nature. Qualitative elements will not contain formula text.

### 6.B.2 CHANGE STANDARD DATA ELEMENT ATTRIBUTES

The purpose of this screen is to continue to change a standard data element that is quantitative in nature. A QUANTITATIVE element must have either Source List text, a High-Low range, or Domain Values. If it has more than one of these, an error will be generated when the element is submitted.

CHANGE STD DATA ELEM ATTRIBUTE
Standard DE Name: (-----250----- ----- ----- -----)
Domain Value Type ID: (-2-)
Quantitative Accuracy ID: (-2-) Decimal Place Count Quantity: (-2-)
Low-Range ID: (---20---) High-Range ID: (---20---)
F3 = SAVE to continue; F6 = CANCEL F8/F1 = CLR FORM; F8/F5 = PREVPAGE

#### Actions:

Press the (F1) key to display help text.

Press the (F3) key to SAVE and continue.

Press the (F6) key to CANCEL and return to the Develop Element Menu.

Press the (F8/F1) key to CLEAR the screen.

Press the (F8/F5) key to go to the previous page.

EXPLANATION OF THE CHANGE STANDARD DATA ELEMENT ATTRIBUTE SCREEN:

STANDARD DATA ELEMENT NAME: Cannot be changed on this screen. To change the data element name return to the Change Standard Data Element option.

DOMAIN VALUE TYPE IDENTIFIER: An indication of the domain value type of an information element.

The system will display "QN" (quantitative) in this field if BIT-STRING, INTEGER, FIX-POINT, or FLOATING-POINT was entered in the DATA TYPE NAME field.

QUANTITATIVE ACCURACY ID: An indication of how accurate a quantitative domain value must be.

Allowable values: 1 = NEAREST MILLION; 2 = NEAREST 100K;  
3 = NEAREST 10K; 4 = NEAREST 1K; 5 = NEAREST 100;  
6 = NEAREST 10; 7 = NEAREST 1; 8 = NEAREST .1;  
9 = NEAREST .01; 10 = NEAREST .001; 11 = NEAREST .0001;  
12 = NEAREST .00001; 13 = NEAREST .000001;  
14 = NEAREST .0000001; 99 = NONE

DECIMAL PLACE COUNT QUANTITY: An integer that indicates the decimal point placement in an element.

Decimal place count quantity cannot be greater than the maximum character count.

LOW-RANGE ID: A character string indicating the smallest value for quantitative data when a domain is expressed as a range of acceptable values.

HIGH-RANGE ID: A character string indicating the largest value for quantitative data when a domain is expressed as a range of acceptable values.

The value entered for a quantitative data high-range ID cannot be larger than the value entered for the maximum character count.

### 6.B.3 CHANGE STANDARD DATA ELEMENT DOMAIN VALUE

The purpose of this screen is to continue to change a standard data element that is QUANTITATIVE in nature. This screen is displayed when changing a quantitative data element that had no specific domain values specified for either the associated generic element or for the standard element. If the generic element **did** have domain values specified, then the Current Standard Element Domain Values screen will appear (see next section).

CHANGE STD DATA ELEM DOMAIN VALUE
Domain Value ID: (-----35-----)
Domain Value Definition Text: (-----999----- ----- ----- -----)
F3 = SAVE to continue; F6 = CANCEL; F8/F1 = CLR FORM

#### Actions:

Press the (F1) key to display help text.

Press the (F3) key to SAVE and continue.

Press the (F6) key to CANCEL and return to the Develop Element Menu.

Press the (F8/F1) key to CLEAR the screen.

#### EXPLANATION OF THE CREATE STANDARD DATA ELEMENT DOMAIN VALUES SCREEN:

DOMAIN VALUE ID: The unique identifier which represents a particular value within the domain of a specific standard data element.

DOMAIN VALUE DEFINITION TEXT: A narrative describing the meaning of a specific domain value ID.

#### 6.B.4 CURRENT STANDARD DATA ELEMENT DOMAIN VALUES LIST

This list displays the domain values, if any, associated with the standard data element. If none of the domain values of the generic element have been associated with the standard data element, then the screen will display the Generic Element Domain Values screen. (See next section).

Current Std Data Elem Domain Values	
>	Item 1 Item 2 Item 3 Item 4 Item 5 Item 6 Item 7 Item 8
F8/F3=SEL GEDV; F8/F4=DRP =DROP; F8/F5 PREV PG; F8/F6=VIEW DEF	

#### Actions:

Previously defined domain values are listed, from this screen values can be changed, deleted or added.

Press the (F1) key to display help text.

Press the (F6) key to CANCEL and return to the develop elements menu.

Press the (F8/F3) key to select a domain value from the generic element.

Press the (F8/F4) key to drop a domain value.

Press the (F8/F5) key to go to the previous page.

Press the (F8/F6) key to view a domain value definition.

FUNCTION KEY DESCRIPTIONS

F8/F3 SLCT GEDV: This option allows selection of a domain from the generic element to be associated with the standard data element.

F8/F4 DROP DOM: This option will drop a domain value from the standard data element.

F8/F5 PREVPAGE: This option will return to the previous page.

F8/F6 VIEW DEF: This option will display the domain definition screen for the specified domain value.

When the desired changes have been made to the standard data element, return to the submit option and submit the element for approval.

### 6.B.5 GENERIC ELEMENT DOMAIN VALUES LIST

This screen displays the domain values specified for the associated generic element. Highlight the values you want to include in your standard data element and press RETURN. Domain value definitions can be viewed by highlighting the desired item and pressing the F8/F6 key.

GENERIC ELEMENT DOMAIN VALUES	
>	Item 1
	Item 2
	Item 3
	Item 4
	Item 5
	Item 6
	Item 7
	Item 8
MARK DV=F2 & RETURN;F8/(F1=SLCT ALL;F5=PREVPAGE;F6=VIEW DEF)	

#### Actions:

Press the (F1) key to display help text.

Press the (F2) key to mark and press return to select domain values.

Press the (F6) key to CANCEL and return to the develop elements menu.

Press the (F8/F1) key to select all domain values.

Press the (F8/F5) key to go to the previous page.

Press the (F8/F6) key to view domain value definitions.

EXPLANATION OF THE GENERIC ELEMENT DOMAIN VALUES LIST:

The domain values associated with the specified generic element in the developmental standard element name are displayed. Press (F2) to mark the domain value that you wish to use for the standard data element that is being changed and press (RETURN).

FUNCTION KEY DESCRIPTIONS

F1 HELP: Display help text.

F2 MARK: Mark and press return to select specific domain values of the generic element.

F6 CANCEL: CANCEL and return to the Develop Elements menu.

F8/F1 SLCT ALL: This combination will allow you to select all the generic element domain values for the standard data element.

F8/F5 PREVPAGE: This option will return to the previous page.

F8/F6 VIEW DEF: This option will display the domain definition screen for the specified domain value.



**SECTION 7 CREATE/CHANGE NON STANDARD DATA ELEMENT****7.1 CREATE/CHANGE NON STANDARD DATA ELEMENT**

The purpose of this screen is to begin to define a non standard data element.

SELECT APPLICATION NAME	
Application ID: (----8----	Action Type: (-1-)
Application Name: (-----100-----)	
-----)	
Non Standard Data Element Name: (-----250-----)	
-----	
-----)	
Access Name: (-----30-----)	
F3 = SAVE to continue; F6 = CANCEL; F8/F2 = NSDE MNU; F8/F3 = APP MENU; F8/F4 = DESCRIPT	

**Actions:**

Press the (F1) key to display help text.

Press the (F3) key to SAVE and continue.

Press the (F6) key to CANCEL and return to the Develop Element Menu.

Press the (F8/F2) key to view the Non Standard Data element menu.

Press the (F8/F3) key to display all applications in the database.

Press the (F8/F4) key to display a description of the application.

EXPLANATION OF THE SELECT APPLICATION NAME SCREEN:

APPLICATION ID: The unique identifier for an individual application where the first two digits signify the source of the data and the last six are a sequential number within the group identified as being the source.

APPLICATION NUMBER: The full descriptive name for the application.

ACTION TYPE: Indicates the status of an element.

NON STANDARD DATA ELEMENT NAME: (Required entry.) The long non standard name describes and identifies a specific non standard data element.

The following rules apply when creating/changing a non standard data element.

1. A non standard data element can be added to any application.
2. An application can have multiple non standard data element names.
3. A non standard data element must be associated with an existing application.
4. You cannot add a non standard data element name that already exists for the associated application.
5. Only the creator or an associated group member of the non standard name will be allowed to change it.
6. A non standard data element can be changed or deleted at any time.
7. To begin the create/change process enter the application id or application name that the non standard data element is to be associated with. Enter a new or previously defined non standard data element name. If the element has been previously defined its attributes will be displayed. If a new non standard data element name is entered, you will need to define its attributes at this time.

ACCESS NAME: References a NSDE in a database and conforms syntactically to requirements of the DBMS or application in which a NSDE is used.

F8/F2 NSDE MENU: This will provide a list of all the nonstandard data elements already associated with the application. Enter a "U" (update) in the action type.

F8/F3 APP MENU: This will provide a list of all of the applications in the database.

F8/F4 DESCRIPT: This will display a description of the application.

## 7.2 CREATE/CHANGE NON STANDARD DATA ELEMENT ATTRIBUTE

The purpose of this screen is to continue to define a non standard data element.

CREATE NON STD DATA ELEM ATTRIBUTE	
Non Standard Data Element Name: (-----250----- ----- -----) Counter ID: (-----9-----)      Data Type Name: (-----16-----) Justification Category: (--7--)      Sec. Category: (-----25-----) Max Char Count: (--4--)      Timeliness ID: (-3-)      Standard Auth ID: (-4-) Steward Name: (-----250----- ----- -----) Domain Value Type ID: (--2--) F3 = SAVE to continue; F6 = CANCEL; F8/F1 = CLR FORM	

### Actions:

Press the (F1) key to display help text.

Press the (F3) key to SAVE and continue.

Press the (F6) key to CANCEL and return to the Select Application Name screen.

Press the (F8/F1) key to CLEAR the screen.

## EXPLANATION OF THE CREATE NON STANDARD DATA ELEMENT ATTRIBUTE SCREEN:

NON STANDARD DATA ELEMENT NAME: The long non standard name describes and identifies a specific non standard data element.

COUNTER ID: The number assigned to an information element which shows the sequence in which it was entered as a proposal into the Defense Data Repository System.

DATA TYPE NAME: A generic domain comprised of the characters in the ASCII character set.

JUSTIFICATION CATEGORY: The justification category entered for the associated data element is displayed in this field and can be either LEFT or RIGHT.

SECURITY CATEGORY: Indicates the level of security required by the specified element.

MAXIMUM CHARACTER COUNT: The maximum number of characters an information element domain value may contain. The allowable values are: 1 to 9999. When an element is fixed or floating point, count the decimal point as a character position.

TIMELINESS ID: An indication of how often domain values must be updated or reviewed. The allowable values are:

AR = AS REQUIRED; A = ANNUALLY; BI = BIANNUALLY;  
BM = BIMONTHLY; BW = BIWEEKLY; D = DAILY; H = HOURLY;  
M = MONTHLY; OT = ONE TIME; Q = QUARTERLY; QDY = QUARTER DAY;  
QI = QUINQUENNIALLY; QD = QUARDERENNIALLY; RT = REALTIME;  
SA = SEMIANNUALLY; TD = TWICE DAILY; TH = TWICE HOURLY;  
TRA = TRICE YEARLY; TRI = TRIENNIALLY; Z = NONE

STANDARDIZATION AUTHORITY ID: The branch of service, government, or international organization that approved the element.

STEWARD NAME: A character string assigned to the office and/or person designated as the functional expert for defining, reviewing, and updating an information data element and its attributes.

DOMAIN VALUE TYPE ID: This indicates the domain value type for the specified element. The choices are QL (qualitative) or QN (quantitative).

### 7.3 CREATE/CHANGE NON STANDARD DATA ELEMENT AUTHORITY REFERENCE TEXT

The purpose of this screen is to continue to define a non standard data element.

CREATE NON STD DATA ELEM AUTH REF TEXT
Authority Reference Text:
(-----999-----
-----
-----
-----)
F3 = SAVE to continue; F6 = CANCEL F8/F1 = CLR FORM; F8/F5 = PREVPAGE

#### Actions:

Press the (F1) key to display help text.

Press the (F3) key to SAVE and continue.

Press the (F6) key to CANCEL and return to the Develop Element Menu.

Press the (F8/F1) key to CLEAR the screen.

Press the (F8/F5) key to go to the previous page.

#### EXPLANATION OF THE CREATE NON STANDARD DATA ELEMENT AUTHORITY REFERENCE TEXT SCREEN:

AUTHORITY REFERENCE TEXT: Free-form text which represents the authority for and/or references supporting a given non standard data element.

#### 7.4 CREATE NON STANDARD DATA ELEMENT DEFINITION

The purpose of this screen is to continue to define a non standard data element.

CREATE NON STD DATA ELEM DEFINITION
Definition Text:
(-----999-----
-----
-----
-----)
F3 = SAVE to continue; F6 = CANCEL F8/F1 = CLR FORM; F8/F5 = PREVPAGE

#### Actions:

Press the (F1) key to display help text.

Press the (F3) key to SAVE and continue.

Press the (F6) key to CANCEL and return to the Develop Element Menu.

Press the (F8/F1) key to CLEAR the screen.

Press the (F8/F5) key to go to the previous page.

#### EXPLANATION OF THE CREATE NON STANDARD DATA ELEMENT DEFINITION SCREEN:

DEFINITION TEXT: A narrative describing the meaning or context of an information element. If definition text was previously entered, it will be displayed and may be edited if necessary.

### 7.5 CREATE NON STANDARD DATA ELEMENT COMMENT

The purpose of this screen is to continue to define a non standard data element.

CREATE NON STD DATA ELEM COMMENT
Comment Text :
(-----999-----
-----
-----
-----)
F3 = SAVE to continue; F6 = CANCEL F8/F1 = CLR FORM; F8/F5 = PREVPAGE

#### Actions:

Press the (F1) key to display help text.

Press the (F3) key to SAVE and continue.

Press the (F6) key to CANCEL and return to the Develop Element Menu.

Press the (F8/F1) key to CLEAR the screen.

Press the (F8/F5) key to go to the previous page.

#### EXPLANATION OF THE CREATE NON STANDARD DATA ELEMENT COMMENT SCREEN:

COMMENT TEXT: An administrative narrative regarding a generic element, standard data element or non standard data element. If comment text was previously entered, it will be displayed and may be edited if necessary.

## 7.6 CREATE NON STANDARD DATA ELEMENT SOURCE

The purpose of this screen is to continue to define a non standard data element.

CREATE NON STD DATA ELEM SOURCE
Domain Value Type ID: (-2-)
Source List Text:
(-----999-----
-----
-----
-----)
F3 = SAVE to continue; F6 = CANCEL F8/F1 = CLR FORM; F8/F5 = PREVPAGE

### Actions:

Press the (F1) key to display help text.

Press the (F3) key to SAVE and continue.

Press the (F6) key to CANCEL and return to the Develop Element Menu.

Press the (F8/F1) key to CLEAR the screen.

Press the (F8/F5) key to go to the previous page.



EXPLANATION OF THE CREATE NON STANDARD DATA ELEMENT SOURCE LIST TEXT SCREEN:

DOMAIN VALUE TYPE IDENTIFIER: An indication of the domain value type of an information element. This field is for reference only.

SOURCE LIST TEXT: The source in which lengthy code lists are enumerated for the user. If source list text was previously entered it will be displayed and may be edited if necessary.

## 7.7 CREATE NON STANDARD DATA ELEMENT DOMAIN DEFINITION

The purpose of this screen is to continue to define a non standard data element.

CREATE NON STD DATA ELEM DOMAIN DEFINITION
Domain Value Type ID: (-2-)
Domain Definition Text:
(-----999-----
-----
-----
-----)
F3 = SAVE to continue; F6 = CANCEL F8/F1 = CLR FORM; F8/F5 = PREVPAGE

### Actions:

Press the (F1) key to display help text.

Press the (F3) key to SAVE and continue.

Press the (F6) key to CANCEL and return to the Develop Element Menu.

Press the (F8/F1) key to CLEAR the screen.

Press the (F8/F5) key to go to the previous page.

EXPLANATION OF THE CREATE NON STANDARD DATA ELEMENT DOMAIN  
DEFINITION TEXT SCREEN:

DOMAIN VALUE TYPE IDENTIFIER: An indication of the domain value type of an information element. This field is for reference only.

DOMAIN DEFINITION TEXT: A narrative describing the acceptable set of domain values for a specific information element. If domain definition text was previously entered, it will be displayed and may be edited if necessary.

**SECTION 7, PART A CREATE/CHANGE QUALITATIVE NON STANDARD DATA ELEMENT****7.A.1 CREATE NON STANDARD DATA ELEMENT DOMAIN ATTRIBUTE**

The purpose of this screen is to continue to define a non standard data element that is qualitative.

CREATE NON STD DATA ELEM DOMAIN ATTRIBUTE
Non Std DE Name: (-----250----- ----- ----- -----)
Domain Value Type ID: (-2-)
Accuracy Number Percent: (-3-)
F3 = SAVE to continue; F6 = CANCEL F8/F1 = CLR FORM; F8/F5 = PREVPAGE

**Actions:**

Press the (F1) key to display help text.

Press the (F3) key to SAVE and continue.

Press the (F6) key to CANCEL and return to the Develop Element Menu.

Press the (F8/F1) key to CLEAR the screen.

Press the (F8/F5) key to go to the previous page.

EXPLANATION OF THE CREATE NON STANDARD DATA ELEMENT DOMAIN  
ATTRIBUTE SCREEN:

NON-STANDARD DATA ELEMENT NAME: Cannot be changed on this screen. To change the non standard data element name return to the Create/Change Non Standard Data Element option.

DOMAIN VALUE TYPE IDENTIFIER: An indication of the domain value type of an information element.

The system will display a "QL" (qualitative) in this field if CHARACTER-STRING was entered in the DATA TYPE NAME field.

ACCURACY NUMBER PERCENT: An indication of how accurate a qualitative domain value must be.

The allowable values are 1 - 100 percent.

### 7.A.2 NON STANDARD DATA ELEMENT DOMAIN VALUES

The purpose of this list is to display previously defined domain values for the non standard data element. With this screen, you can create, change, or delete the domain values.

NON STD DATA ELEMENT DOM VALUES	
>	Item 1 Item 2 Item 3 Item 4 Item 5 Item 6

F8 (F1=CRT; F2=CHG; F3=DLT; F5=PREVPG)

Highlight your selection and press RETURN

#### Actions:

Press the (F1) key to display help text.

Press the (F6) key to CANCEL and return to the Select Application screen.

Press the (F8/F1) key to create domain values.

Press the (F8/F2) key to change a domain value definition text.

Press the (F8/F3) key to delete domain value.

Press the (F8/F5) key to go to the previous page.

FUNCTION KEY DESCRIPTIONS:

F1 HELP: This key will display help text.

F6 CANCEL: CANCEL and return to the Select Application Name screen.

F8/F1 CREATE: This option will allow you to create domain values that do not exist for the non standard data element.

F8/F2 CHANGE: This option will allow you to change a domain value definition text.

F8/F3 DELETE: This option will delete a domain value.

F8/F5 PREVPAGE: This option will return to the previous page.

**SECTION 7, PART B CREATE/CHANGE QUANTITATIVE NON STANDARD DATA ELEMENT****7.B.1 CREATE NON STANDARD DATA ELEMENT FORMULA TEXT/UNIT MEASURE NAME**

The purpose of this screen is to continue to define a non standard data element that is quantitative.

CREATE NON STD DATA ELEM FORMULA TEXT/UNIT MEASURE NAME
Unit Measure Name: (-----30-----)
Formula Text: (-----999----- ----- ----- -----)
F3 = SAVE to continue; F6 = CANCEL F8/F1 = CLR FORM; F8/F5 = PREVPAGE

**Actions:**

Press the (F1) key to display help text.

Press the (F3) key to SAVE and continue.

Press the (F6) key to CANCEL and return to the Select Application Name screen.

Press the (F8/F1) key to CLEAR the screen.

Press the (F8/F5) key to return to the previous page.

**EXPLANATION OF THE CREATE NON STANDARD DATA ELEMENT FORMULA TEXT/UNIT MEASURE NAME SCREEN:**

**UNIT MEASURE NAME:** The word or words that express the terms in which the dimension, quantity, or capacity of an object can be stated.

**FORMULA TEXT:** Free-form text which describes the specific mathematical formula or process required to calculate the value of a given quantitative non standard data element. This screen will only appear if you are creating a non-standard data element that is QUANTITATIVE in nature. Qualitative elements will not contain formula text.



7.B.2 CREATE NON STANDARD DATA ELEMENT DOMAIN ATTRIBUTE

The purpose of this screen is to continue to define a non standard data element that is quantitative.

CREATE NON STD DATA ELEM DOMAIN ATTRIBUTE	
Non Std DE Name: (-----250----- ----- ----- -----)	
Domain Value Type ID: (-2-)	
Quantitative Accuracy ID: (-2-) Decimal Place Count Quantity: (-2-)	
Low-Range ID: (-----20-----)	High-Range ID: (-----20-----)
F3 = SAVE to continue; F6 = CANCEL F8/F1 = CLR FORM; F8/F5 = PREVPAGE	

**Actions:**

Press the (F1) key to display help text.

Press the (F3) key to SAVE and continue.

Press the (F6) key to CANCEL and return to the Develop Element Menu.

Press the (F8/F1) key to CLEAR the screen.

Press the (F8/F5) key to go to the previous page.

### EXPLANATION OF THE CREATE NON STANDARD DATA ELEMENT DOMAIN ATTRIBUTE SCREEN:

NON-STANDARD DATA ELEMENT NAME: Cannot be changed on this screen. To change the non standard data element name return to the Create/Change Non Standard Data Element option.

DOMAIN VALUE TYPE IDENTIFIER: An indication of the domain value type of an information element.

The system will display a "QL" (qualitative) in this field if CHARACTER-STRING was entered in the DATA TYPE NAME field.

QUANTITATIVE ACCURACY ID: (Required entry.) An indication of how accurate a quantitative data value must be.

Allowable values: 1 = NEAREST MILLION; 2 = NEAREST 100K;  
3 = NEAREST 10K; 4 = NEAREST 1K; 5 = NEAREST 100;  
6 = NEAREST 10; 7 = NEAREST 1; 8 = NEAREST .1;  
9 = NEAREST .01; 10 = NEAREST .001; 11 = NEAREST .0001;  
12 = NEAREST .00001; 13 = NEAREST .000001;  
14 = NEAREST .0000001; 99 = NONE

DECIMAL PLACE COUNTING QUANTITY: An integer that indicates the decimal point placement in a element.

LOW-RANGE ID: A character string indicating the smallest value for quantitative data when a domain is expressed as a range of acceptable values.

HIGH-RANGE ID: A character string indicating the largest value for quantitative data when a domain is expressed as a range of acceptable values.

The value entered for the quantitative data high-range cannot be larger than the value entered for the maximum character count.

**SECTION 8 CREATING/CHANGING/DELETE DEVELOPMENTAL DOMAIN VALUE**

The purpose of this screen is to select developmental domain values according to the element type for the purpose of creating/changing/dropping the domain values.

SELECT DOMAIN VALUES ELEMENT
Element Type: (-1-) Counter ID: (----9----) Status Code: (-1-)
Element Name:
(-----250-----
-----
-----
-----)
F3 = Save to Continue; F6 = CANCEL

**Actions:**

Press the (F1) key to display help text.

Press the (F2) key to display CHOICES.

Press the (F3) key to SAVE to continue.

Press the (F6) key to CANCEL.

EXPLANATION OF THE SELECT DOMAIN VALUES ELEMENT SCREEN:

ELEMENT TYPE: (Required entry.) The allowable values are "G" for generic element, "D" for standard data element, and "N" for non standard data element.

COUNTER ID: The number assigned to an information element which shows the sequence in which it was entered as a proposal into the Defense Data Repository System.

ELEMENT NAME: The name given to a generic element, standard data element or non standard data element.

STATUS CODE: A single letter that reflects an element's status in regards to the approval process. Since only developmental domain values can be created or changed, this field will be populated with "D".

FUNCTION KEY DESCRIPTIONS:

F1 HELP: Display help text.

F2 CHOICES: This key give you the available choices for a given data field.

F3 SAVE: Continue with application.

F6 CANCEL: Cancel to abort.

OPTIONS FROM THE SELECT DOMAIN VALUES ELEMENTS SCREEN:

If the element type you entered in the Select Domain Values Elements screen was 'G' for generic element, and if there are domain values associated with that generic element, the following screen will appear:

GENERIC ELEMENT DOMAIN VALUES	
Item 1	
Item 2	
Item 3	
Item 4	
Item 5	
Item 6	

F8/F1=CREATE; F8/F2=CHANGE; F8/F3=DROP; F8/F4=COPY; F8/F5=PREV PG

## Actions:

Press the (F1) key to display help text

Press the (F6) key to CANCEL and return to the Develop Element Menu.

Press the (F8/F1) key to CREATE a domain value.

Press the (F8/F2) key to CHANGE a domain value and domain value definition.

Press the (F8/F4) key to COPY **marked** domain values to another element.

Press the (F8/F3) key to DROP a domain value. Once a domain value is dropped, it will not appear on the screen.

Press the (F8/F5) key to go to the previous page.

## FUNCTION KEY DESCRIPTIONS

F1 HELP: Display help text.

F6 CANCEL: CANCEL and return to the Develop Elements menu.

F8/F1 CRT DOM: This option allows you to create domain values for the non standard data element.

F8/F2 CHG: This option allows you to change displayed domain values and domain value definitions.

F8/F3 DROP DOM: This will permit you to drop a previously selected domain value. When a value is dropped it will no longer appear on the displayed list.

F8/F4 COPY: This will permit you to copy **marked** domain values to another element.

NOTE: You must mark which domain values to copy by using the F2=MARK function key. You will be prompted for a destination element counter ID and version number. You must have edit permission for the destination element for the copy to succeed.

F8/F5 PREVPAGE: This option will allow you to go to the previous page.

If you selected F8/F2 CHG in the Generic Data Domain Values screen, the following screen will appear:

CHANGE GENERIC DATA ELEM DOMAIN VALUE
Domain Value ID: (-----35-----)
Domain Value Definition Text:
(-----999-----
-----
-----
-----)
F3 = SAVE to continue; F6 = CANCEL; F8/F1 = CLR FORM

**Actions:**

Press the (F1) key to display help text.

Press the (F3) key to SAVE and continue.

Press the (F6) key to CANCEL and return to the Select Domain Value Elements Menu.

Press the (F8/F1) key to CLEAR the screen.

**EXPLANATION OF THE CHANGE GENERIC DATA ELEMENT DOMAIN VALUES SCREEN:**

**DOMAIN VALUE ID:** The unique identifier which represents a particular value within the domain of a specific standard data element.

**DOMAIN VALUE DEFINITION TEXT:** A narrative describing the meaning of a specific domain value ID.

If the generic element you selected has no domain values, you will be given this screen:

CREATE GENERIC DATA ELEM DOMAIN VALUE
Domain Value ID: (-----35-----)
Domain Value Definition Text:
(-----999-----
-----
-----
-----)
F3 = SAVE to continue; F6 = CANCEL; F8/F1 = CLR FORM

Actions:

- Press the (F1) key to display help text.
- Press the (F3) key to SAVE and continue.
- Press the (F6) key to CANCEL and return to the Select Domain Value Elements Menu.
- Press the (F8/F1) key to CLEAR the screen.

EXPLANATION OF THE CREATE GENERIC DATA ELEMENT DOMAIN VALUES SCREEN:

- DOMAIN VALUE ID: The unique identifier which represents a particular value within the domain of a specific standard data element.
- DOMAIN VALUE DEFINITION TEXT: A narrative describing the meaning of a specific domain value ID.



If the element type you selected in the Select Domain Values Element's screen was 'D' for standard data element, and if its parent generic element has domain values, the following screen will appear:

GENERIC DATA ELEM DOM VALUES	
Item 1	
Item 2	
Item 3	
Item 4	
Item 5	
Item 6	

F2=MARKDV; F8/F1=SEL ALL  
F8/F5=PREV PG; F8/F6=VIEW DEF

**Actions:**

Press the (F1) key to display help text

Press the (F2) key to MARK a domain value.

Press the (F3) key to SAVE and continue.

Press the (F6) key to CANCEL and return to the Select Domain Value Element Menu.

Press the (F8/F1) key to SELECT ALL domain values.

Press the (F8/F5) key to go to the previous page.

Press the (F8/F6) key to view a domain value definition.

FUNCTION KEY DESCRIPTIONS

F1 HELP: Display help text.

F2 MARK: This option allows you to MARK displayed domain values.

F3 HELP: Press the (F3) key to SAVE and continue.

F6 CANCEL: CANCEL and return to the Select Domain Value Elements menu.

F8/F1 MARK ALL: This option allows you to MARK domain values for the non standard data element.

F8/F5 PREVPAGE: This option will allow you to go to the previous page.

F8/F6 VIEW DEF: This option will allow you to view the definition text for a specific domain value.

**SECTION 9 DELETE ELEMENT/PWN****9.1 DELETE ELEMENT/PWN SCREEN 1**

The purpose of this screen is to provide the capability to delete generic elements, standard data elements, non standard data elements, and prime word names.

DELETE ELEMENT/PWN (PAGE 1 OF 2)
Type ID: (-1-)
Element/PWN Counter: (----9----
Element/PWN Name:
(-----250-----
-----
-----
-----)
Version Number: (--5--)
F1 = HELP; F3 = SAVE deletion criteria ; F6 = CANCEL to abort

**Actions:**

Press the (F1) key to display help text.

Press the (F2) key to display CHOICES.

Press the (F8/F2) key to display elements that can be deleted for the creator logged on.

Press the (F3) key to SAVE and continue.

Press the (F6) key to CANCEL and return to the Develop Element Menu.

EXPLANATION OF THE DELETE ELEMENT/PWN SCREEN:

The following rules apply to the Delete Element/PWN option:

1. You can only delete elements that you or someone within your group ID created.
2. Generic elements, standard data elements, and prime word names can be deleted if they have been disapproved for use or have not been submitted for approval. A non standard data element can be deleted at any time.

TYPE ID: The allowable values are "G" for generic element, "D" for standard data element, "N" for non standard data element, and "P" for prime word name.

ELEMENT/PWN COUNTER: The number assigned to an information element which shows the sequence in which it was entered as a proposal into the Defense Data Repository System.

ELEMENT/PWN NAME: The name given to a generic element, standard data element, non standard data element, or prime word name.

VERSION NUMBER: An increasing ordinal representation of changes to a standard data element, or prime word name. This field is populated with the correct value and cannot be changed.

## 9.2 DELETE ELEMENT/PWN SCREEN 2

The purpose of this screen is to continue to delete an element.

DELETE ELEMENT/PWN (PAGE 2 OF 2)
Definition Text:
(-----999-----
-----
-----
-----)
F1 = HELP; F3 = SAVE deletion criteria; F6 = CANCEL to abort

### Actions:

Press the (F1) key to display help text.

Press the (F3) key to SAVE and continue.

Press the (F6) key to CANCEL and return to the Develop Element Menu.

### EXPLANATION OF PAGE 2 OF THE DELETE ELEMENT/PWN SCREEN:

**DEFINITION TEXT:** A narrative describing the organizational context or the meaning of an information element. This screen will display the definition text for the specified element.

**NOTE:** Before an element is deleted, the Delete Element/PWN Confirmation screen will be displayed. Enter a "Y" to proceed with the deletion or enter "N" to abort the deletion and return to page 1 of the delete element function.

**SECTION 10      SUBMIT ELEMENT/PWN FOR APPROVAL**

The purpose of this screen is to submit developmental elements for approval.

SUBMIT ELEMENT/PWN FOR APPROVAL
Type ID: (-1-)    Counter ID: (---9---)    Status Code: (-1-)
Elem/PWN Name: (-----250----- ----- ----- -----)
Definition Text: (-----999----- ----- ----- -----)
F3 = SUBMIT ELEMENT/PWN; F6 = CANCEL; F8/F5 = NEXT PAGE

**Actions:**

Press the (F1) key to display help text.

Press the (F2) key to display CHOICES.

Press the (F3) key to submit for functional and technical review/approval.

Press the (F6) key to CANCEL and return to the Develop Element Menu.

Press the (F8/F5) key to go to the next page to continue definition display.

EXPLANATION OF THE SUBMIT ELEMENT FOR APPROVAL SCREEN:

The following rules apply to the submit element for approval function.

1. Elements/PWNs must be in a developmental (D) status. Once an element/pwn has been submitted, its status will change to candidate (C) and cannot be modified unless disapproved.
2. Only the individual or group that created the element can submit it for approval.
3. Either the counter ID or element/pwn name can be used to select an element/pwn for submission.
4. For PWNs, only the FDAd designated a steward may submit PWNs.

When an element is submitted for approval, the status will change to a candidate (C) and a message will be sent to the appropriate Functional and Technical reviewers. The creator will receive a message when the element is either approved or disapproved.

TYPE ID: (Required entry.) The allowable values are "G" for generic element, "D" for standard data element, and "P" for prime word name.

COUNTER ID: The number assigned to an information element/PWN which shows the sequence in which it was entered as a proposal into the Defense Data Repository System.

STATUS CODE: A single letter that reflects an element's/PWN's status in regards to the approval process.

ELEMENT/PWN NAME: A structured name given to a generic or standard data element. Either the counter ID or element name may be used to select an element for submission.

DEFINITION TEXT: A narrative describing the organizational context or the meaning of an information element. This text cannot be changed in this screen and is displayed for informational purposes.

## **SECTION 11 CHANGE APPROVED STANDARD DATA ELEMENT**

This function will allow you to change an approved standard data element and its associated attributes. The following rules apply to changing standard data elements:

1. Changes can only be made to the prime term portion of the standard data element name and attributes.
2. Generic element names cannot be changed or modified.
3. The element that is changed will retain its original version number and attributes and will remain an active element until the new version is approved.
4. Changed elements must be submitted for review in the same method as a developmental element. Only one new version change at a time can be proposed.
5. The counter ID will remain the same for all versions of the data element.



### 11.1 SELECT STANDARD DATA ELEMENT SCREEN

The purpose of this screen is to identify the approved standard data element that you want to change.

SELECT APPROVED STANDARD DATA ELEMENT	
Element Counter ID: (--9--)	Status Code: (-1-)
Standard Data Element Name: (-----250----- ----- ----- -----)	
F3 = SAVE to continue; F6 = CANCEL	

#### Actions:

Press the (F1) key to display help text.

Press the (F3) key to SAVE and continue.

Press the (F6) key to CANCEL and return to the DDRS Main Menu.

EXPLANATION OF THE SELECT STANDARD DATA ELEMENT SCREEN:

ELEMENT COUNTER: The number assigned to an information element which shows the sequence in which it was entered into the DDRS.

STATUS CODE: An indication of the current status of a generic or data element in relation to the standardization process.

STANDARD DATA ELEMENT NAME: The name of the standard data element that you want to change is displayed in this field. Element names cannot be changed on this screen.

You can enter the Element Counter or Standard Data Element Name.

If the proposed changed version of the data element is approved, the following will occur:

- a. The originally approved version will be archived.
- b. The audit information will be updated.
- c. The appropriate e-mail message will be sent.

Proceed to the next screen to begin the change process.

## 11.2 CHANGE STANDARD DATA ELEMENT SCREEN

The purpose of this screen is to continue to change an approved standard data element.

CHANGE STD DATA ELEM NAME	
Prime Term Name: (-----170-----)	
-----)	
Prime Word Position ID: (-2-) Prime Word Name Version Number (-4-)	
Generic Element Name: (-----80-----)	
-----)	
F3 = SAVE to continue; F6 = CANCEL F8/F1 = CLR FORM; F8/F2 = PRM WRD	

### Actions:

Press the (F1) key to display help text.

Press the (F3) key to SAVE and continue.

Press the (F6) key to CANCEL and return to the DDRS Main Menu.

Press the (F8/F1) key to CLEAR the screen.

Press the (F8/F2) key to display a list of approved and developmental prime word names and associated attributes.

**EXPLANATION OF THE CHANGE STANDARD DATA ELEMENT NAME SCREEN:**

**PRIME TERM NAME:** A prime term identifies an object or relationship between objects about which the DoD wishes to keep information. An object is represented by a prime word name and optional modifiers that further define its role. The original prime term name is displayed and can be changed on this screen. If the prime word name is changed, it must be changed to another valid prime word name. You cannot submit a standard data element for approval when the prime word name used in the name is in a developmental status.

Prime word name can be hyphenated.

Spaces between words identify the beginning of a new modifier in a prime term.

**PRIME WORD NAME POSITION ID:** This field contains the number identifying the location of the prime word name in the prime term for a standard data element name.

The allowable values are 1 to 6. Only one word can be designated as the prime word name and must be taken from the prime word name list.

Press the (F8/F2) key to display a list of valid prime word names. Highlight the desired prime word name and press (RETURN).

**PRIME WORD NAME VERSION NUMBER:** The version number of the prime word name.

**GENERIC ELEMENT:** The generic element name cannot be changed. It is displayed for informational purposes.

Prior to submission (while in a developmental status), the standard data element name can be changed at any time by returning to this screen. The system will not allow you to change the generic element name in the standard data element name.

Refer to the change data element function (Section 6) for screen by screen edits.

**SECTION 11A MAINTAIN NDE - SDE RELATIONSHIPS**

This function allows the input of NDE and SDE pairs to establish or delete those relationships. The following rules apply to this function:

1. The user may input the NDE Name or Counter to identify the NDE member of the relationship pair.
2. The user may input the SDE Name or Counter and Version to identify the SDE member of the relationship pair.
3. An NDE may be paired with one or many SDEs. Likewise, an SDE may be paired with one or many NDEs.
4. The user who deletes a relationship must belong to the same group as the user who created the relationship.

11A.1 CREATE/DELETE SDE - NDE RELATIONSHIPS SCREEN

The purpose of this screen is identify the NDE/SDE pair for either creating or deleting the relationship. The only difference between the create and the delete functions is the menu item used for selection.

CREATE/DELETE NDE RELATIONSHIPS	
Non Std Data Element Counter:	(--8--)
Non Std Data Element Name:	(-----250----- ----- ----- -----)
Std Data Element Counter:	(--8--)
Std Data Element Version Number:	(-3-)
Std Data Element Name:	(-----250----- ----- ----- -----)
F3 = SAVE to continue; F6 = CANCEL; F8/F1 = CLR FORM	

**Actions:**

Press the (F1) key to display help text.

Press the (F3) key to SAVE and continue.

Press the (F6) key to CANCEL and return to the DDRS Sub-Menu.

Press the (F8/F1) key to clear the form.

EXPLANATION OF THE CREATE/DELETE SDE - NDE RELATIONSHIPS SCREEN

NON STANDARD DATA ELEMENT COUNTER: This field identifies the counter for the Non Standard Data Element Name.

NON STANDARD DATA ELEMENT NAME: A character string given to a non standard data element.

STANDARD DATA ELEMENT COUNTER: This field identifies the counter for the Standard Data Element Name.

STANDARD DATA ELEMENT VERSION: This field identifies the version number for the Standard Data Element Name.

STANDARD DATA ELEMENT NAME: A character string given to a standard data element.

For the NDE portion of the screen, you can enter either the NDE Counter or NDE Name. When you press enter after entering a Counter, a lookup of the Name occurs. Likewise, when you press enter after entering a Name, a lookup of the Counter occurs.

For the SDE portion of the screen, you can enter either the SDE Counter and Version or SDE Name. When you press enter after entering a Counter/Version, a lookup of the Name occurs. Likewise, when you press enter after entering a Name, a lookup of the Counter/Version occurs.

When the NDE-SDE relationship is created, the table is updated with the new relationship. When the NDE-SDE relationship is deleted, the proper row from the table is removed.

## SECTION 12 QUERY DDRS

### 12.1 QUERY DDRS MENU

The purpose of this screen is to provide you with a list of the query capabilities for the Defense Data Repository System.

QUERY DDRS
1. Query Functional Area/FDAd Menu
2. Query Existing Elements by Class Name
3. Query Generic/Data Element/PWN
4. Query Standardization Status Code
5. Query Existing Elements by Prime Word Name
6. Query User/Group Menu
7. Query Audit Information
8. Query List Approved Data Elements for Application
9. Query Application by Data Element
10. Query Element/PWN by Partial Name
11. Query Status Summary
12. Query by Component Code
13. Ad Hoc Query
14. Query Non-Standard DE by Application
15. Query Elements by User ID/Group Id
Highlight your selection and press RETURN

#### Actions:

Press the (F1) key to display help text.

Press the (F6) key to CANCEL and return to the DDRS Main Menu.



EXPLANATION OF QUERY DDRS MENU OPTIONS:

1. QUERY FUNCTIONAL AREA/FDA MENU - Use this function to query the DDRS by functional area ID, functional name and functional data administrator.
2. QUERY EXISTING ELEMENTS BY CLASS NAME - Use this function to query the DDRS by class names for generic elements and standard data elements.
3. QUERY GENERIC/DATA ELEMENT/PWN - Use this function to query the DDRS by generic element, standard data element, non standard data element, and prime word name.
4. QUERY STANDARDIZATION STATUS CODE - Use this function to display a list of standardization status code identifiers.
5. QUERY EXISTING ELEMENTS BY PRIME WORD NAME - Use this function to query the DDRS by prime word names for standard data elements.
6. QUERY USER/GROUP MENU - Use this function to query the DDRS by user ID or group ID to obtain information about a user such as name, office address, and telephone number.
7. QUERY AUDIT INFORMATION - Use this function to display historical information about a particular standard data element or generic element.
8. QUERY LIST APPROVED DATA ELEMENTS FOR APPLICATION - Use this function to query standard data elements by a particular application.
9. QUERY APPLICATION BY DATA ELEMENT - Use this function to obtain a list of all the applications that are maintaining a particular data element.
10. QUERY ELEMENT/PWN BY PARTIAL NAME - Use this function to locate generic elements, standard data elements, non standard data elements, or prime word name by any character or set of characters contained in the name.
11. QUERY STATUS SUMMARY - Use this function to view by component code or selected functional data administrator name or by all FDA's to get totals of generic elements or standard data elements in the various statuses associated with the life cycle of an element.
12. QUERY BY COMPONENT CODE - Use this function to query by a particular component code.
13. AD HOC QUERY - This query is not available. Being developed.

EXPLANATION OF QUERY DDRS MENU OPTIONS: (continued)

14. QUERY NON-STANDARD DE BY APPLICATION: Use this function to obtain a list of non standard data elements for a particular application. Once this list is presented, you may select individual non-standard data elements and view their attributes.

15. QUERY ELEMENTS BY USER ID/GROUP ID: Use this function to obtain a list of elements created by a given User ID or Group ID.

The following queries can be applied to Generic Elements:

1. Query Existing Elements by Class Name
2. Query Generic/Data Element/PWN
3. Query Audit Information
4. Query Element/PWN by Partial Name
5. Query by Component Code
6. Query Elements by User ID/Group ID
7. Query List Approved Data Elements for Application

The following queries can be applied to Standard Data Elements:

1. Query Generic/Data Element/PWN
2. Query Existing Elements by Prime Word Name
3. Query Audit Information
4. Query Element/PWN by Partial Name
5. Query by Component Code
6. Query Elements by User ID/Group ID

The following queries can be applied to Non-Standard Data Elements:

1. Query Generic/Data Element/PWN
2. Query Element/PWN by Partial Name
3. Query Non-Standard DE by Application
4. Query Elements by User ID/Group ID

The following queries can be applied to Prime Word Names:

1. Query Generic/Data Element/PWN
2. Query Existing Elements by Prime Word Name
3. Query Audit Information
4. Query Element/PWN by Partial Name
5. Query by Component Code
6. Query Elements by User ID/Group ID

**SECTION 12, PART A QUERY FUNCTIONAL AREA/FDA MENU**

The purpose of this screen is to provide the capability to query information by functional information. This menu is displayed by selecting option 1 on the Query DDRS menu.

QUERY FUNCTIONAL AREA/FDA MENU
1. List by Functional Area ID 2. List by Functional Name 3. Query by FDA
Highlight your selection and press RETURN

**Actions:**

Press the (F1) key to display help text.

Press the (F6) key to CANCEL and return to the Query DDRS Menu.

**EXPLANATION OF THE QUERY FUNCTIONAL AREA/FDA MENU:**

**LIST BY FUNCTIONAL AREA ID:** Use this function to display a list of functional area IDs in ascending order along with the corresponding functional area name and FDA.

**LIST BY FUNCTIONAL NAME:** Use this function to display a list of functional names in ascending order along with the corresponding functional area ID and FDA.

**QUERY BY FDA:** Use this function to query by a functional data administrator name to display associated functional area names and IDs.

**SECTION 12, PART B QUERY EXISTING ELEMENTS BY CLASS NAME****12.B.1 QUERY EXISTING ELEMENTS BY CLASS NAME SCREEN**

The purpose of this screen is to help you to determine in what class your data element belongs. This query can only be applied to Generic Elements.

QUERY EXISTING ELEMENTS BY CLASS NAME
Class Name: (-----80----- -----)
Component Code: (--15--)
Standardization Status Code: (-1-)
 F3 = SAVE to list Generic Elements; F6 = CANCEL; F8/F2 = LIST CLS; F8/F4 = List Component Codes.

**Actions:**

Press the (F1) key to display help text.

Press the (F2) key to display a list of CHOICES (not available for all fields).

Press the (F3) key to list generic elements.

Press the (F6) key to CANCEL and return to the Query DDRS Menu.

Press the (F8/F2) key to list class names.

Press the (F8/F4) key to list component codes.

EXPLANATION OF THE QUERY EXISTING ELEMENTS BY CLASS NAME SCREEN:

This screen is displayed by entering Menu Option 2 on the Query DDRS menu.

A successful query will display the following attribute information by class name in ascending order. If multiple elements exist for the specified class name, component code and status, a list will be displayed and the attributes, data elements, reviewer comments, compare two versions, and audit information can be displayed for each element along with approve/disapprove capabilities.

CLASS NAME: (Required entry.) A generic element name will contain one and only one class name. Class names will be reserved; that is, they may only be used in the class name position of the generic element name. Only those words listed in the approved class name list may be used unless you are proposing a new class name.

COMPONENT CODE: A code that denotes the organization that created the given element.

STANDARDIZATION STATUS CODE: A single letter that reflects an element's status in regard to the approval process.

Allowable characters are:

Blank	All
A	Approved
C	Candidate
D	Developmental
I	Installed
R	Disapproved
X	Archived

### 12.B.2 QUERY GENERIC ELEMENT LIST

If multiple elements exist for the specified class name a list will be displayed and the attributes and audit information can be displayed for each element.

Ver	Stat	Comp	Element/PWN Name
.			
Dynamic List Based on Query Result			
.			
F8/F2=VIEW SDE;F8/F3=AUDIT;F8/F4=PREVPAGE;F8/F6=VIEWATTS			

#### Actions:

Press the (F1) key to display help text.

Press the (F6) key to CANCEL and return to the Query DDRS menu.

Press the (F8/F2) key to view standard data element.

Press the (F8/F3) key to view audit information.

Press the (F8/F4) key to go to the previous page.

Press the (F8/F6) key to view element attributes.

FUNCTION KEY DESCRIPTIONS

F8/F2 VIEW SDE: This option will allow you to view the standard data element for the highlighted element

F8/F3 AUDIT: This option will allow you to view audit information for the highlighted element.

F8/F4 PREVPAGE: This option will allow you to go to the previous page.

F8/F6 VIEWWATTS: This option will allow you to view the attributes for the highlighted element.

**SECTION 12, PART C QUERY GENERIC/DATA ELEMENT/PWN****12.C.1 QUERY GENERIC/DATA ELEMENT/PWN SCREEN**

This screen is displayed when option 3 from the Query DDRS Menu is selected. This query function can be used when dealing with Generic Elements, Standard Data Elements, Non Standard Data Elements, and Prime Word Names.

QUERY GENERIC/DATA ELEMENT/PWN	
Type ID: (-1-)	Counter ID: (---9---)
Standardization Status Code: (-1-) Component Code: (---15---)	
Element/PWN Name: (-----250----- ----- ----- -----)	
[SDE/NDE] Access Name/GE Abbreviated Name: (-----30-----)	
From Date: (YYYYMMDD)	To Date: (YYYYMMDD)
F3 = SAVE to list elements; F6 = CANCEL; F8/F4 = List Components Codes	

**Actions:**

Press the (F1) key to display help text.

Press the (F2) key to display choices (this option is not available for all fields).

Press the (F3) key to SAVE and continue.

Press the (F6) key to CANCEL and return to the Query DDRS Menu.

Press the (F8/F4) key to List component codes.



EXPLANATION OF THE QUERY GENERIC/DATA ELEMENT SCREEN:

The following attribute information is displayed and sorted in alphabetic order by element name.

TYPE ID: (Required entry.) The allowable values are "G" for generic element, "D" for standard data element, "N" for non standard data element and "P" for prime word name.

COUNTER ID: The number assigned to an information element which shows the sequence in which it was entered as a proposal into the Defense Data Repository System.

STANDARDIZATION STATUS CODE: A single letter that reflects a element's/pwn's status in regards to the approval process.

Allowable characters are:

Blank	All
A	Approved
C	Candidate
D	Developmental
I	Installed
R	Disapproved
X	Archived

COMPONENT CODE: This field contains the code that designates the organization that created the given element/pwn.

ELEMENT/PWN NAME: The full name given to a generic element or data element. The element name must correlate with the element type you entered previously.

[SDE/NDE] ACCESS NAME/GE: (Required entry). An abbreviated name representing a specific data element. An access name is used to reference a data element in a database and must conform to the syntactical requirements of the DBMS or programming language of the application in which a data element is used.

FROM DATE: A beginning date in which to search the specified elements/pwns that are in the specified status and became that status during the date range specified. The format is YYYYMMDD. Not available for non standard data element.

TO DATE: An ending date in which to search the specified elements/pwns that are in the specified status and became that status during the date range specified. The format is YYYYMMDD. Not available for non standard data element.

### 12.C.2 QUERY GENERIC ELEMENT LIST

This list is displayed showing the elements that meet the query specifications.

Ver	Stat	Comp	Element/PWN Name
Dynamic List Based on Query Results			

F8/F2=VIEW SDE; F8/F3=AUDIT; F8/F4=PREVPAGE; F8/F6=VIEWWATTS

#### Actions:

Press the (F1) key to display help text.

Press the (F6) key to CANCEL and return to the Query DDRS menu.

Press the (F8/F2) key to view standard data element.

Press the (F8/F3) key to view audit information.

Press the (F8/F4) key to go to the previous page.

Press the (F8/F6) key to view element attributes.

FUNCTION KEY DESCRIPTIONS

F8/F2 VIEW SDE: This option will allow you to view the standard data element for the highlighted element.

F8/F3 AUDIT: This option will allow you view audit information for the highlighted element.

F8/F4 PREVPAGE: This option will allow you to go to the previous page.

F8/F6 VIEWATTS: This option will allow you to view the attributes for the highlighted element.

This screen is displayed when a prime word name is selected and the F8/F6 = VIEWWATTS is pressed on the Query Prime Word Name Screen.

VIEW PRIME WORD NAME ATTRIBUTES (Page 1)			
Prime Word Name:	(-----170-----)		
-----)			
Version Nbr:	(-9-)	Counter ID:	(--8--)
		Prime Word Status	(-1-)
Functional Area ID:	(-3-)	Prime Word Name Steward	(--10--)
F3 = Query PWN; F8/F1 = APPROVE; F8/F2 = COMPARE, F8/F3 = AUDIT; F8/F4 = NEXTPAGE; F8/F6 = RVW CMNT			

**Actions:**

Press (F1) key to display help text.

Press (F3) key to return to Query Prime Word Names.

Press (F8/F1) key to approve the prime word name.

Press (F8/F2) key to compare two versions of prime word names.

Press (F8/F3) key to view audit information.

Press (F8/F4) key to go to the next page.

Press (F8/F6) key to view reviewer comments.

EXPLANATION OF THE VIEW PRIME WORD NAME ATTRIBUTES SCREEN (PAGE 1):

PRIME WORD NAME: The name of the primary object (I.E., Person, place, thing, or concept) of interest a given standard data element describes. This is a 170 maximum character string for the prime word name.

VERSION NUMBER: The version number of the prime word name.

COUNTER ID: The number assigned to a prime word name which shows the sequence in which it was entered as a proposal into the Defense Data Repository System.

PRIME WORD STATUS: This field contains a single letter that reflects the status of the prime word name in regards to the approval process.

FUNCTIONAL AREA ID: An indication of the functional area of responsibility within the Department of Defense.

PRIME WORD NAME STEWARD: A character string assigned to the office and/or person designated as the functional expert for defining, reviewing, and updating a prime word name and its attributes.

EXPLANATION OF THE VIEW PRIME WORD NAME ATTRIBUTES SCREEN (PAGE 2):  
(continued)

VIEW PRIME WORD NAME ATTRIBUTES (PAGE 2)
Definition Text:
(-----999-----)
-----
-----
-----
-----
-----
-----
-----)
F3 = Query PWN; F8/F1 = APPROVE; F8/F2 = COMPARE, F8/F3 = AUDIT; F8/F4 = NEXTPAGE; F8/F5 = PREVPAGE, F8/F6 = RVW CMNT

**Actions:**

Press (F1) key to display help text.

Press (F3) key to return to Query Prime Word Names.

Press (F8/F1) key to approve the prime word name.

Press (F8/F2) key to compare two versions of prime word names.

Press (F8/F3) key to view audit information.

Press (F8/F4) key to go to the next page.

Press (F8/F5) key to return to previous page.

Press (F8/F6) key to view reviewer comments.

EXPLANATION OF THE VIEW PRIME WORD NAME ATTRIBUTES SCREEN (PAGE 3):  
(continued)

VIEW PRIME WORD NAME ATTRIBUTES (PAGE 3)
Comment Text:
(-----999-----)
-----
-----
-----
-----
-----
-----
-----)
F3 = Query PWN; F8/F1 = APPROVE; F8/F2 = COMPARE, F8/F3 = AUDIT; F8/F4 = MODELS; F8/F5 = PREVPAGE F8/F6 = RVW CMNT

Actions:

Press (F1) key to display help text.

Press (F3) key to return to Query Prime Word Names.

Press (F8/F1) key to approve the prime word name.

Press (F8/F2) key to compare two versions of prime word names.

Press (F8/F3) key to view audit information.

Press (F8/F4) key to go to the next page.

Press (F8/F5) key to return to previous page.

Press (F8/F6) key to view Reviewer Comments

This screen is displayed when a standard data element is selected and the F8/F6=VIEWWATTS is pressed on the QUERY STANDARD DATA ELEMENT screen.

VIEW STANDARD DATA ELEMENT INFORMATION	
1.	GENERAL ATTRIBUTES (ALL ATTRIBUTES)
2.	AUTHORITY REFERENCE TEXT
3.	DEFINITION TEXT
4.	COMMENT TEXT
5.	SOURCE LIST TEXT
6.	DOMAIN DEFINITION TEXT
7.	DOMAIN VALUE IDENTIFIER AND DOMAIN VALUE DEFINITION TEXT
QUANTITATIVE ATTRIBUTES:	
8.	FORMULA DEFINITION TEXT/UNIT MEASURE NAME
9.	DOMAIN ATTRIBUTES
QUALITATIVE ATTRIBUTES:	
10.	ACCURACY NUMBER PERCENT
Highlight your selection and press RETURN; F8/F5=PREVPAGE	

Actions:

Press (F1) key to display help text.

Press the (F6) key to CANCEL and return to the QUERY MENU.

Press the (F8/F5) key to go to the previous page (QUERY GENERIC ELEMENT).

When a selection is made, the next screen displayed will be the particular attribute chosen.



EXPLANATION OF THE VIEW STANDARD DE INFORMATION SCREEN:

1. GENERAL ATTRIBUTES: This selection displays the following fields:

- \* Standard Data Element Name (SDE)
- \* Prime Word Name and Version
- \* Counter ID
- \* Access Name
- \* Functional Area ID
- \* Justification Cat.
- \* Sec. Cat.
- \* Max. Char Count
- \* Timeliness ID
- \* Standard Auth ID
- \* Steward Name

2. - 6. These menu selections display their respective text attribute fields (one per selection).

7. This selection displays the standard data element domain values for this particular SDE. If one or more exist, a list is displayed. The definition of the highlighted domain value may be obtained by using the (F8/F6) VIEW DEF key. If no standard domain values exist for a particular SDE, an error message is presented.

QUANTITATIVE ATTRIBUTES:

8. This selection displays the formula definition text and the unit measure name. This applies only to QUANTITATIVE SDEs

9. This selection displays the HIGH and LOW range attributes for a quantitative SDE.

Note: If menu 8 or 9 is selected while querying the attributes for QUALITATIVE SDE, an error message is presented.

QUALITATIVE ATTRIBUTES:

10. This selection displays the accuracy number percent attribute for a QUALITATIVE SDE.

Note: If menu item 10 is selected while querying a QUANTITATIVE SDE, an error message is displayed.

### 12.C.3 QUERY NON-STANDARD DATA ELEMENT LIST

This list is displayed showing the non-standard data elements which meet the query specifications.

Non Standard Data Element Name	NDE Counter
Dynamic List Based on Query Results	

F8/F3 = VIEW SDE; F8/F5 = PREVPAGE; F8/F6 = VIEWATTS

#### Actions:

Press the (F1) key to display help text.

Press the (F6) key to CANCEL and return to the Query DDRS Menu.

Press the (F8/F3) key to list associated Standard Data Elements.

Press the (F8/F5) key to return to the previous screen.

Press the (F8/F6) to view the View Non-Standard DE Information Menu Screen.

#### FUNCTION KEY DESCRIPTIONS:

F8/F3 VIEW SDE: This option will query the dictionary for all associated Standard Data Elements of the highlighted non-standard data element.

F8/F6 VIEWATTS: This option will query the dictionary for all associated attributes of the highlighted non-standard data element. Once the query completes, the View Non-Standard DE Information menu will be displayed.

#### 12.C.4 VIEW NON-STANDARD DE INFORMATION SCREEN

The purpose of this menu is to allow easy navigation to a specific attribute of a non-standard data element. This menu is displayed upon a successful query from the Query Non-Standard Data Element screen.

VIEW NON-STANDARD DE INFORMATION
1. GENERAL ATTRIBUTES (All attributes)
2. AUTHORIZATION REFERENCE TEXT
3. DEFINITION TEXT
4. COMMENT TEXT
5. SOURCE LIST TEXT
6. DOMAIN DEFINITION TEXT
7. DOMAIN VALUE IDENTIFIER AND DOMAIN VALUE DEFINITION TEXT
8. HOST APPLICATION/ACCESS NAME
QUANTITATIVE ATTRIBUTES:
9. FORMULA DEFINITION TEXT/UNIT MEASURE NAME
10. DOMAIN ATTRIBUTES
QUALITATIVE ATTRIBUTES:
11. ACCURACY NUMBER PERCENT

Highlight your selection and press RETURN; F8/F5 = PREVPAGE

#### Actions:

Press the (F1) key to display help text.

Press the (F6) key to CANCEL and return to the Query DDRS Menu.

Press the (F8/F5) key to return to the Query Non Standard Data Element screen.

EXPLANATION OF THE VIEW NON-STANDARD DE INFORMATION SCREEN:

1. GENERAL ATTRIBUTES: This selection displays the following fields:
  - Non Stnd DE Name
  - Counter ID
  - Data Type Name
  - Justification Cat
  - Sec. Cat
  - Max. Char Count
  - Timeliness ID
  - Standard Auth ID
  - Steward Name
  - Domain Value Type ID
2. - 6. These menu selections display their respective text attribute fields (one per selection).
7. This selection displays the non-standard data element domain values for this particular NSDE. If one or more exist, a list is displayed. The definition of the highlighted domain value may be obtained by using the (F8/F6) VIEW DEF key. If no non-standard domain values exist for a particular NSDE, an error message is presented.
8. This selection displays the host Application ID and Application Name which use the current NSDE. A description is available of the application by using the (F8/F6) DESCRIPT key.

QUANTITATIVE ATTRIBUTES:

9. This selection displays the formula definition text. This attribute applies only to QUANTITATIVE NSDEs.
10. This selection displays the HIGH and LOW range attributes for a quantitative NSDE.

Note: If menu 9 or 10 are selected while querying the attributes for QUALITATIVE NSDE, and error message is presented.

EXPLANATION OF THE VIEW NON-STANDARD DE INFORMATION MENU: (continued)QUALITATIVE ATTRIBUTES:

11. This selection displays the accuracy number percent attribute for QUALITATIVE NSDEs. If menu item 11 is selected while querying a QUANTITATIVE NSDE, an error message is displayed.

**SECTION 12, PART D QUERY STANDARDIZATION STATUS CODE**

This screen is displayed by selecting option #4 on the Query DDRS menu. Press RETURN to go back to the Query DDRS menu.

VIEW STANDARDIZATION STATUS CODE		
Code	Name	Authorized Assigner
D	DEVELOPMENTAL ELEMENT	CDAd
D	DEVELOPMENTAL PRIME WORD	CDAd, FDAd, DoD DAd
C	CANDIDATE ELEMENT	CDAd
C	CANDIDATE PRIME WORD	FDAd & DoD DAd
A	APPROVED DoD	FDAd & DoD DASD (IM)
R	DISAPPROVED DoD	FDAd & DoD DASD (IM)
X	ARCHIVED ELEMENT	SYSTEM GENERATED
<u>TECHNICAL REVIEW STATUS CODES</u>		
AT	APPROVED TECHNICALLY	DoD DAd
DT	DISAPPROVED TECHNICALLY	DoD DAd
<u>FUNCTIONAL REVIEW STATUS CODE</u>		
AF	APPROVED FUNCTIONALLY	FDAd
DF	DISAPPROVED FUNCTIONALLY	FDAd
RETURN to continue		

EXPLANATION OF THE QUERY STANDARDIZATION CODE SCREEN:

The following status codes indicate the current status of a generic element, data element, or prime word name in relation to the standardization approval process. Generic elements, data elements, and prime word names can have either of the following status codes or a combination of both.

STANDARDIZATION STATUS CODE: This field is an indication of the current status of a generic element, data element, or prime word name in relation to the standardization process.

An element that has not been submitted for approval is in a developmental status (D). An element in a developmental status can be changed or deleted by anyone within the group of the CDA or just the CDA if a group has not been assigned.

An element that has been submitted for approval is in a candidate status (C). An element in a candidate status cannot be changed or deleted by anyone. When an element has been submitted for approval a message is generated and will appear at the time of logon to the DoD Data Administrator (DoD/DA) and the responsible Functional Data Administrator (FDA). This notifies the DoD/DA and FDA an element is awaiting their technical and functional reviews.

When an element has been approved functionally by an FDA and approved technically it will have a status of (A).

EXPLANATION OF THE QUERY STANDARDIZATION CODE SCREEN: (continued)

When an element has been disapproved functionally by an FDA and acted upon technically, it will have a status of (R). An (R) status means the element has been disapproved for DoD use. The creator of an element in this status has two options.

- (1) Make the recommended changes by going to the Change Generic Element or Change Data Element function. The element will become a developmental element if you choose this option.
- (2) Delete the element by going to the Delete Element function of this system.

INFORMATION TECHNICAL REVIEW STATUS IDENTIFIER - This field contains an identifier that specifies the status of an element after the technical review has been performed.

An element that has been approved technically by the DoD Data Administrator (DoD/DA) will be in a "AT review" status.

An element that has been disapproved technically by the DoD/DA will be in a "DT Review" status.

When both functional and technical reviews have been performed, both status identifiers will be displayed for the element.

When an element has a review status of "AF" and "AT", the element status will change to "A". When an element is in a "A" status, it cannot be changed.

INFORMATION FUNCTIONAL REVIEW STATUS IDENTIFIER - This field contains an identifier that specifies the status of an element after the functional review has been performed.

When an element is approved functionally by an FDA the review status will reflect (AF).

When an element has been disapproved functionally by an FDA, the review status will reflect (DF).



EXPLANATION OF THE QUERY STANDARDIZATION CODE SCREEN: (continued)

## CONFLICT RESOLUTION:

When an element has a review status of "AF" and "DT," the reviewers are in conflict and the FDA and DoD/DA must come to an agreement. If an agreement cannot be reached, the element is pending adjudication by DoD DDI.

DoD DDI has the capability to approve or disapprove the element for DoD use. The element status will reflect "A" if approved or "R" if disapproved for DoD use.

**SECTION 12, PART E      QUERY EXISTING ELEMENTS BY PRIME WORD NAME****12.E.1 QUERY EXISTING ELEMENTS BY PRIME WORD NAME**

The purpose of this screen is to allow you to query by prime word name. Enter a valid prime word name or press the F8/F2 key to display a list of prime word names. Upon entry of a valid prime word name, the system will search the repository system for all the information data element names meeting the criteria stated above. They will then be displayed back to you and you will have the capability to view the associated data element attributes. This query function only uses Standard Data Elements.

QUERY EXISTING ELEMENTS BY PRIME WORD NAME	
Prime Word Name: (-----170-----	-----
-----)	
Prime Word Name Version Nbr: (-4-)	Prime Word Name Counter ID: (--8--)
Standard Data Element Component Code: (--15--)	
Standard Data Element Standardization Status Code: (-1-)	
F3 = SAVE to List Standard Data Elements; F6 = CANCEL F8/F2 = LIST PWN; F8/F4 = List Component Codes	

**Actions:**

Press the (F1) key to display help text.

Press the (F2) key to display CHOICES.

Press the (F3) key to SAVE and list standard data element.

Press the (F6) key to CANCEL and return to the Query DDRS menu.

Press the (F8/F2) key list prime word names (see section 12.E.2).

Press the (F8/F4) key to list component codes.

EXPLANATION OF THE QUERY EXISTING ELEMENTS BY PRIME WORD NAME SCREEN:

PRIME WORD NAME: This field contains a character string in a standard data element name that represents the data grouping to which the data element belongs. Prime word names can be hyphenated (no spaces allowed). The F8/F2 key will list valid prime word names.

STANDARD DATA ELEMENT COMPONENT CODE: This field contains a code that denotes the organization that created the given element.

STANDARD DATA ELEMENT STANDARDIZATION STATUS CODE: This field contains a single letter that reflects an element's status in regards to the approval process.

Allowable characters are:

Blank	ALL
A	Approved
C	Candidate
D	Developmental
I	Installed
R	Disapproved
X	Archived

12.E.2 QUERY PRIME WORD NAMES

This list is displayed by pressing F8/F2 from the previous screen. Highlight the Prime Word Names that you want to query by and press RETURN.

PRIME WORD NAMES		
> Prime Word Name	Ver	Stat
Highlight your selection and press RETURN		

## Actions:

Press the (F1) key to display help text.

Press the (F6) key to CANCEL and return to the Query DDRS menu.

### 12.E.3 QUERY STANDARD DATA ELEMENT LIST

This list is displayed after running the query by prime word name, the element names that are associated with the specified prime word name are displayed.

ELEMENT/PWN NAME	VERSION	STAT	COMP
Dynamic List Based on Query Results			
F8/F2=VIEWNSDE; F8/F3=AUDIT; F8/F5=PREVPAGE; F8/F6=VIEWWATTS			

#### Actions:

Press the (F1) key to display help text.

Press the (F6) key to CANCEL and return to the develop elements menu.

Press the (F8/F2) key to view non-standard data elements.

Press the (F8/F3) key to view audit information.

Press the (F8/F5) key to go to the previous page.

Press the (F8/F6) key to view element attributes.

FUNCTION KEY DESCRIPTIONS

F8/F2 VIEWNSDE: This option will allow you to view the non standard data elements for the highlighted element.

F8/F3 AUDIT: This option will allow you view audit information for the highlighted element.

F8/F5 PREVPAGE: This option will allow you to go to the previous page.

F8/F6 VIEWATTS: This option will allow you to view the attributes for the highlighted element. From this option you can also compare two versions, view reviewer comments, audit information, and approve or disapprove elements if authorized.

#### 12.E.4 COMPARE TWO SDE VERSIONS

A successful query by Prime Word Name will display a list of Standard Data Elements that are associated with the specified Prime Word Name. Highlight the Standard Data Element that you want to compare and press F8/F6=VIEWATTS. From the View Standard DE Attribute screen, select General Attributes (All Attributes) and then press F8/F2=COMPARE. If two versions of the element exist, a list of changed attributes will be displayed. **The Compare Two Versions function is available with all the queries.**

LIST CHANGED SDE ATTRIBUTES	
Attribute:	Data Element Name
Attribute:	Prime Word Name
Attribute:	Access Name
Attribute:	Security Class. Code
Attribute:	Authority ID
Attribute:	Timeliness ID
Attribute:	Max Character Count
Attribute:	Component Code
F8/F5 = PREVPAGE; F8/F6 = COMPARE	

#### Actions:

Press the (F1) key to display help text.

Press the (F6) key to CANCEL and return to the Query DDRS menu.

Press the (F8/F5) key to go to the previous page.

Press the (F8/F6) key to compare two versions.

FUNCTION KEY DESCRIPTIONS

F8/F5 PREVPAGE: This option will allow you to go to the previous page if more than one page exists.

F8/F6 COMPARE: This option allows you to compare the attributes of two versions, if two versions exist. The compare works for an element that was approved but a change has been submitted for it. It must be in an 'A' (approved) and 'C' (candidate) status.



COMPARE TWO SDE VERSIONS SCREEN

This screen is displayed by pressing F8/F6 = COMPARE from the "List Changed SDE Attributes" menu. This screen displays the attribute you selected from the previous list along with the approved and changed version number and associated values or text associated with each version. **The Compare Two SDE Versions function is available with all the queries.**

COMPARE TWO SDE VERSIONS
Attribute: (-----80-----)
Approved Version Number: (-----9-----)
(----- ----- ----- -----)
Changed Version Number: (-----9-----)
(----- ----- ----- -----)
F3 = List Changed Attributes; F8/F4 = NEXTPAGE

## Actions:

Press the (F1) key to display help text.

Press the (F3) key to List Changed Attributes.

Press the (F6) key to CANCEL and return to the Query DDRS menu.

Press the (F8/F4) key to go to the next page.

EXPLANATION OF THE COMPARE TWO SDE VERSIONS SCREEN:

ATTRIBUTE: The selected attribute is displayed in this field.

APPROVED VERSION NUMBER: The approved version number is displayed in this field along with the associated values or text for the specified attribute.

CHANGED VERSION NUMBER: The changed version number is displayed in this field along with the associated values or text for the specified attribute.

**SECTION 12, PART F      QUERY USER/GROUP MENU**

This menu is displayed after selecting option #6 on the Query DDRS menu. Highlight the desired option and press RETURN.

QUERY USER/GROUP MENU	
1.	Query User Directory
2.	Query Group Directory

**EXPLANATION OF THE QUERY USER/GROUP MENU:**

QUERY BY USER DIRECTORY: This function will allow you to query by user ID. The user ID is an indicator assigned to an individual for use by an application to control accessibility to other applications within the same system.

A list of users will be displayed. User information such as name, office address, phone and fax number can be viewed by highlighting the desired user ID and pressing the F8/F6 key.

QUERY BY GROUP DIRECTORY: This function will allow you to query by group ID. A group ID is an indicator that identifies the organization or department to which an individual is assigned.

A list of group IDs will be displayed along with the group name. To view the users assigned to the specified group, press the F8/F2 key. Individual user information can then be displayed by pressing the F8/F6 key.

**SECTION 12, PART G      QUERY AUDIT INFORMATION****12.G.1 QUERY AUDIT INFORMATION**

This option allows you to query the audit (historical) information for a specific element.

QUERY AUDIT INFORMATION	
Type ID: (-1-)	Counter ID: (---9---)
Standardization Status Code: (-1-)	
Element/PWN Name: (-----250----- ----- ----- -----)	
SDE Access Name/GE Abbreviated Name: (-----18-----)	
F3 = SAVE to continue; F6 = CANCEL	

**Actions:**

Press the (F1) key to display help text.

Press the (F2) key to display CHOICES.

Press the (F3) key to SAVE and continue.

Press the (F6) key to CANCEL and return to the Query DDRS Menu.

EXPLANATION OF THE QUERY AUDIT INFORMATION SCREEN:

TYPE ID: (Required entry). The allowable values are "G" for generic element, "D" for standard data element, "N" for non standard data element and "P" for prime word name.

COUNTER ID: This field contains the number assigned to an information element which shows the sequence in which it was entered as a proposal into the Defense Data Repository System. This number can be entered in place of the full element name.

STANDARDIZATION STATUS CODE: (Required entry) This field contains a single letter that reflects an elements status in regards to the approval process.

Allowable characters are:

A	Approved
C	Candidate
D	Developmental
I	Installed
R	Disapproved
X	Archived
Z	Print all status codes

SDE ACCESS NAME/ GE ABBREVIATED NAME: This field contains a character string that is a short form of an information element name.

The Counter ID and SDE access name/GE abbreviated name are required entry fields for this query.

12.G.2 VIEW AUDIT INFORMATION

This screen is displayed showing the audit (historical) information for a specific element.

VIEW AUDIT INFORMATION	
Element/PWN Name: (-----250-----	
-----	
-----	
-----)	
Creator Group ID: (---8---)	
Creator User ID: (---8---)	Date: (---8---) Time: (---8---)
Revision User ID: (---8---)	Date: (---8---) Time: (---8---)
Standardization Status Code: (-1-)	Element/PWN Submissions: (-3-)
Component Code: (--15--)	
F3 = Return to Query; F8/F4 = NEXTPAGE	

**Actions:**

Press the (F1) key to display help text.

Press the (F3) key to return to the Query DDRS menu.

Press the (F6) key to cancel and return to the Develop Element/PWN menu.

EXPLANATION OF THE VIEW AUDIT INFORMATION SCREEN:

ELEMENT/PWN NAME: This field contains the full name given to a generic, data element, or pwn.

CREATOR GROUP ID: The group ID of the individual that created the element/pwn is displayed in this field.

CREATOR USER ID: The user ID of the individual that created the element/pwn is displayed in this field.

DATE: The date that the element/pwn was created is displayed in this field.

TIME: The time that the element/pwn was created is displayed in this field.

REVISION USER ID: If the element/pwn has been revised, the user ID that performed the revision is displayed in this field.

REVISION DATE: The date that the element/pwn was revised is displayed in this field.

REVISION TIME: The time that the element/pwn was revised is displayed in this field.

STANDARDIZATION STATUS CODE: A single letter that reflects an element's/pwn's status in regards to the approval process.

Allowable characters are:

A	Approved
C	Candidate
D	Developmental
I	Installed
R	Disapproved
X	Archived

ELEMENT SUBMISSIONS: The number of times the element/pwn has been submitted is displayed in this field.

COMPONENT CODE: This field contains a code that denotes the organization that created the element/pwn.

12.G.3 VIEW AUDIT INFORMATION SCREEN #2

The purpose of this screen is to view audit information regarding a specific information element/pwn.

VIEW AUDIT INFORMATION (SUBMISSIONS)						
Element/PWN Name: (-----250-----)						
-----						
-----						
-----)						
	Current Submission			Submissions: (---)		
	User ID	Date	Time	User ID	Date	Time
Submission						
Func. Approval	(----	(----	(----	(----	(---	(---
Func. Disapproval	(----	(----	(----	(----	(---	(---
Tech. Approval	(----	(----	(----	(----	(---	(---
Tech. Disapproval	(----	(----	(----	(----	(---	(---
DoD Disapproval	(----	(----	(----	(----	(---	(---
DoD Approval Date: (----) Archive Date: (----) Install Date: (---)						
F3 = Return to Query; F8/F4 = NEXTPAGE; F8/F5 = PREVPAGE						

## Actions:

Press the (F1) key to display help text.

Press the (F3) key to return to the Query DDRS menu.

Press the (F6) key to CANCEL and return to the Query DDRS menu.

Press the (F8/F4) key to proceed to the next page.

Press the (F8/F5) key to return to the previous page.



EXPLANATION OF THE VIEW AUDIT INFORMATION SCREEN #2:

ELEMENT/PWN NAME: The full name given to a generic element, data element or prime word name.

This screen will display historical information about a specified information element.

The following attributes will be displayed during this query:

Element/PWN submission quantity

Element/PWN functional approval date, time and user ID

Element/PWN functional disapproval date, time and user ID

Element/PWN technical approval date, time and user ID

Element/PWN technical disapproval date, time and user ID

DoD disapproval date, time and user ID

DoD approval date

Installation date

Archive Date

**SECTION 12, PART H      QUERY LIST APPROVED DATA ELEMENTS FOR APP SCREEN**

The purpose of this screen is to query approved elements by Application.

QUERY LIST APPROVED DATA ELEMENTS FOR APP
Application ID: (--8--)
Application Name: (-----100-----)
F3 = SAVE to List Elements; F6 = CANCEL; F8/F2 = LIST APP; F8/F3 = DESCRIPT

**Actions:**

Press the (F1) key to display help text.

Press the (F8/F2) key to display a list of Application choices. The List Application function displays all the application names and IDs that have been entered in the DDRS.

Press the (F8/F3) key to display a description of the application.

Press the (F3) key to SAVE and continue.

Press the (F6) key to CANCEL and return to the Query DDRS Menu.

### EXPLANATION OF THE QUERY LIST APPROVED DATA ELEMENT FOR APPLICATION SCREEN:

APPLICATION ID: The unique identifier for an individual application where the first two digits signify the source of the data and the last six are a sequential number within the group identified as being the source.

APPLICATION NAME: The full descriptive name for the application.

### FUNCTION KEY DESCRIPTIONS

F1 HELP: This option will allow you to view help information on the particular form or screen you are working with.

F3 SAVE to List Elements: By pressing F3, you can list approved data elements.

F6 CANCEL: This option allows you to cancel out of this screen and return to the Query DDRS menu.

F8/F2 LIST APP: This "List Applications" option allows you to view the application names and ID's that have been entered into the DDRS.

F8/F3 DESCRIPT: This option displays a description of the application.

This query will display a list for the specified application showing the approved elements contained in each system.

**SECTION 12, PART I QUERY APPLICATION BY DATA ELEMENT SCREEN**

This screen allows you to query applications by a data element name.

QUERY APPLICATION BY DATA ELEMENT
Counter ID: (---8---)
Element Name: (-----250----- ----- ----- -----)
Version Number: (-3-)
F3 = SAVE to continue; F6 = CANCEL

**Actions:**

Press the (F1) key to display help text.

Press the (F2) key to display choices. (This option is not available for all fields).

Press the (F3) key to SAVE and continue.

Press the (F6) key to CANCEL and return to the Query DDRS menu.

EXPLANATION OF THE QUERY AIS BY DATA ELEMENT SCREEN:

COUNTER ID: The number assigned to an information element which shows the sequence in which it was entered as a proposal into the Defense Data Repository System.

ELEMENT NAME: This field contains the full name given to an information element. The name must already exist in the repository system. The counter ID can be entered in place of the full name.

VERSION NUMBER: The version number of the element.

This query will display a list showing the applications that are maintaining the specified element.

**SECTION 12, PART J QUERY ELEMENT/PWN PARTIAL NAME**

The purpose of this screen is to provide the capability to query by any character or set of characters to locate generic elements, standard data elements, non standard data elements or prime word names with those characters in the element/pwn name.

QUERY ELEMENT/PWN BY PARTIAL NAME
Element Type: (-1-)
Element/PWN Partial Name: (-----250----- ----- ----- -----)
Component Code: (---15---)
Standardization Status Code: (-1-)
F3 = SAVE to list elements; F6 = CANCEL; F8/F4 = List Component Codes

**Actions:**

Press the (F1) key to display help text.

Press the (F2) key to display CHOICES.

Press the (F3) key to SAVE and list elements.

Press the (F6) key to CANCEL and return to the Query DDRS menu.

Press the (F8/F1) key to CLEAR the screen.

Press the (F8/F4) key to list component codes.

EXPLANATION OF THE QUERY ELEMENT/PWN BY PARTIAL NAME SCREEN:

TYPE ID: (Required entry.) Enter the type of element that you want to query. Allowable characters for this field are "G" for Generic Element, "D" for Standard Data Element, "N" for Non Standard Data Element, or "P" for Prime Word Name.

ELEMENT/PWN PARTIAL NAME: This field contains any character or character string that is part of a generic, standard, non standard data element, or prime word name.

COMPONENT CODE: This field contains a code that denotes the organization that created the given element/pwn.

STANDARDIZATION STATUS CODE: This field contains a single letter that reflects an element's/pwn's status in regards to the approval process.

Allowable characters are:

A	Approved
C	Candidate
D	Developmental
I	Installed
R	Disapproved
X	Archived
Z	Print all status codes

This query will display a list of elements that contain the specified character or character string in their name.

**SECTION 12, PART K      QUERY STATUS SUMMARY**

The purpose of this screen is to provide the capability to query by element type, component code, and FDA to get totals of generic, standard data elements and prime word names in the various stages of development.

QUERY STATUS SUMMARY
Type ID: (-1-)
Component Code: (---15---)
FDAd: (----10----
Group ID: (----8----
F3 = SAVE to continue; F6 = CANCEL; F8/F4 = List Component Codes

**Actions:**

Press the (F1) key to display help text.

Press the (F2) key to display CHOICES.

Press the (F3) key to SAVE and continue.

Press the (F6) key to CANCEL and return to the Query DDRS Menu.

Press the (F8/F4) key to List component codes.

**EXPLANATION OF THE QUERY STATUS SUMMARY SCREEN:**

TYPE ID: (Required entry.) Enter the type of element that you want to query. Allowable characters for this field are "G" for Generic Element, "D" for Standard Data Element, or "P" for Prime Word Name.

COMPONENT CODE: This field contains a code that denotes the organization that created the given element/pwn.

FDAd: The Functional Data Administrator.

GROUP ID: Enter a DDRS group id to limit the query to a specific group.



EXPLANATION OF THE QUERY STATUS SUMMARY SCREEN:

The following information is displayed when a status summary query is performed. The number of elements/pwns in each category will be displayed.

Status Summary	
Total Elements/PWN by Standardization Status Code:	
_____	- Archived
_____	- DoD Approved
_____	- DoD Disapproved
_____	- Candidate Element/PWN
_____	- Developmental Element/PWN
_____	- Total of Elements/PWNs
Candidate Element/PWN Review Summary	
Technical Review Summary      Functional Review Summary	
_____	- Awaiting Review
_____	- Approved Technically
_____	- Disapproved Technically
_____	- Awaiting Review
_____	- Approved Functionally
_____	- Disapproved Functionally
F3 = SAVE to continue	

**SECTION 12, PART L      QUERY BY COMPONENT CODE****12.L.1 QUERY BY COMPONENT CODE SCREEN**

The purpose of this screen is to continue to allow you to query by a specific component code. A component code denotes the organization that created the given element.

QUERY BY COMPONENT CODE
Type ID: (-1-)
Component Code: (---15---
Status Code: (-1-)
F3 = SAVE to List Elements; F6 = CANCEL; F8/F4 = List Component Codes

**Actions:**

Press the (F1) key to display help text.

Press the (F2) key to display CHOICES.

Press the (F3) key to SAVE and continue.

Press the (F6) key to CANCEL and return to the Query DDRS menu.

Press the (F8/F4) key to list component codes.

EXPLANATION OF THE QUERY BY COMPONENT CODE SCREEN:

TYPE ID: (Required entry.) Enter the type of element that you want to query. Allowable characters are Blank for All elements, "G" for Generic Elements, "D" for Standard Data Elements, or "P" for Prime Word Names.

COMPONENT CODE: (Required entry.) A code that denotes the organization that created the given data element/pwn.

STATUS CODE: A single letter that reflects an element's/pwn's status in regards to the approval process.

Allowable characters are:

A	Approved
C	Candidate
D	Developmental
I	Installed
R	Disapproved
X	Archived
Z	Print all status codes

12.L.2 QUERY GENERIC ELEMENT LIST

This list displays the element names/pwns that are associated with the specified component code.

ELEMENT/PWN NAME	VERSION	STAT	COMP
.			
.			
Dynamic List Based on Query Results			
.			
.			
F8/F2=VIEW SDE;F8/F3=AUDIT;F8/F4=PREVPAGE;F8/F6=VIEWATTS			

Actions:

Press the (F1) key to display help text.

Press the (F6) key to CANCEL and return to the Query DDRS menu.

Press the (F8/F2) key to view standard data elements.

Press the (F8/F3) key to view audit information.

Press the (F8/F4) key to go to the previous page.

Press the (F8/F6) key to view element attributes.

FUNCTION KEY DESCRIPTIONS

F8/F2 VIEW SDE: This option allows you to view the standard data element for the highlighted element.

F8/F3 AUDIT: This option allows you to view audit information for the highlighted element. See section 13 part "G" for a description of the audit information screen.

F8/F4 PREVPAGE: This option will allow you to go to the previous page.

F8/F6 VIEWATTS: This option allows you to view the attributes for the highlighted element. This option also allows you to compare two versions, reviewer comments, audit information, and approve/disapprove elements.

**SECTION 12, PART M     AD HOC QUERY**

THIS MODULE IS CURRENTLY UNDER DEVELOPMENT

**SECTION 12, PART N QUERY NON-STANDARD DE BY APPLICATION****12.N.1 QUERY SCREEN**

The purpose of this screen is to provide the capability to query non standard data elements by application. This screen is displayed when option 14 from the Query DDRS menu is selected.

QUERY APPLICATION FOR NON-STANDARD DE INFORMATION
APPLICATION ID: (----8-----)
APPLICATION NAME: (-----100-----)
F3 = SAVE to continue; F6 = CANCEL; F8/F2 = LIST APP; F8/F3 = DESCRIPT

**Actions:**

Press the (F1) key to display help text.

Press the (F3) key to display a list of non-standard data elements associated with the given application.

Press the (F6) key to CANCEL and return to the Query DDRS Menu.

Press the (F8/F2) key to display all applications in the database.

Press the (F8/F3) key to display a description of the application.

**EXPLANATION OF THE QUERY HOST SYSTEMNAME FOR NON-STANDARD DE INFORMATION SCREEN:**

**APPLICATION ID:** The unique identifier for an individual application where the first two digits signify the source of the data and the last six are a sequential number within the group identified as being the source.

**APPLICATION NAME:** The full descriptive name for the application.

12.N.2 QUERY NON-STANDARD DATA ELEMENT SCREEN

This menu appears after a successful application query and displays all of the associated non-standard data elements for the given application. See section 12.C.3 for an explanation of this screen.



### 12.N.3 VIEW APPLICATIONS SCREEN

The purpose of this menu is to display all of the applications in the dictionary. This screen is displayed when the (F8/F2) key is pressed from the Query Application for Non-Standard DE Information screen.

APPLICATIONS
<p style="text-align: center;">. . DYNAMIC LIST BASED ON QUERY RECORDS . .</p> <p style="text-align: center;">Highlight your selection and press RETURN</p>

#### Actions:

Highlight the desired Application and press RETURN. This will populate the Query Application for Non-Standard DE Information form with the chosen application.

Press the (F6) key to return to the Query DDRS Menu.

**SECTION 12, PART O      QUERY BY USER ID/GROUP ID****12.O.1 QUERY BY USER ID/GROUP ID SCREEN**

The purpose of this screen is to provide the capability to query generic elements, standard data elements, non-standard data elements, and prime word names by a specific user id or group id of the creator.

QUERY ELEMENTS BY USER ID/GROUP ID	
ID TYPE (U OR G) :    (-1-)	ID:                    (-8-)
ELEMENT TYPE:        (-1-)	ELEMENT STATUS (-1-)
F3 = SAVE to List Elements; F6 = CANCEL;	

**Actions:**

Press the (F1) key to display help text.

Press the (F2) key to display CHOICES.

Press the (F3) key to SAVE and continue.

Press the (F6) key to CANCEL and return to the Query DDRS Menu.

EXPLANATION OF THE QUERY BY USER ID/GROUP ID SCREEN:

ID TYPE: Enter a U to query by a user id or enter a G to query by a group id.

ID: Enter the specific id by which to query.

ELEMENT TYPE: Enter the type of element by which to query. Allowable characters for this field are "G" for Generic Element, "D" for Standard Data Element, "N" for Non-Standard Data Element, or "P" for Prime Word Name.

ELEMENT STATUS: A single letter that reflects an element's/pwn's status in regard to the approval process.

Allowable characters are:

A	Approved
C	Candidate
D	Developmental
R	Disapproved
X	Archived
Z	All Statuses

All of the fields are required entries.

**SECTION 13 APPROVAL PROCESS****13.1 APPROVAL PROCESS MENU**

Approval Process Menu	
>	1. View Elements/PWN Awaiting Review
	2. Approve/Disapprove Element/Prime Word

Make a selection from this menu to continue with the approval/disapproval process. You must have approve/disapprove permission to use the Approve/Disapprove Element/PWN function.

### 13.2 VIEW ELEMENTS/PWN AWAITING REVIEW

This menu is displayed by selecting option #1 from the Approval Process Menu.

View Elements/PWN Awaiting Review Menu	
>	1. View Generic Elements Awaiting Review 2. View Standard Data Elements Awaiting Review 3. View Prime Word Names Awaiting Review

Make a selection from this menu to view generic elements, standard elements, or prime word names that are awaiting review.

This list displays the Generic/Standard Element(s) that are awaiting review.

Generic/Standard Elements Awaiting Review				
>	COUNTER	VERSION	DATE	NAME

If Option 3 above is selected, system will display the following screen.

Prime Word Names Awaiting Review				
>	COUNTER	VERSION	DATE	NAME

Highlight your selection and press RETURN to display the View Standard/Generic Element or Prime Word Names attributes screen. From that screen, press F8/F1 to proceed to the Approve/Disapprove Element/PWN screen. See section 3 and 4 for a screen by screen description of the element/pwn attribute screens.

13.3 APPROVE/DISAPPROVE ELEMENT/PRIME WORD NAME SCREEN

The purpose of this screen is to approve or disapprove submitted elements or prime word names. This screen is also displayed when option 2 from the Approval Process Menu is selected.

APPROVE/DISAPPROVE ELEMENT/PRIME WORD NAME
Type ID: (-1-) Element/PWN Counter ID: (--9--) Status Code: (-1-)
Element/PWN Name: (-----170-----)
-----)
Action ID: (-1-) Tech Review ID: (-2-) Functional Review ID: (-2-)
Element/PWN Definition Text:
(-----999-----)
-----)
F3 = SAVE to commit work; F6 = CANCEL;
F8/F1 = CLEAR FORM; F8/F4 = NEXT PAGE;

## Actions:

Press the (F1) key to display help text.

Press the (F2) key to display CHOICES.

Press the (F3) key to SAVE and continue.

Press the (F6) key to CANCEL and return to the Develop Element Menu.

Press the (F8/F4) key to go to the next page.

Press the (F8/F1) key to clear screen entries.

EXPLANATION OF THE APPROVE/DISAPPROVE ELEMENT/PRIME WORD NAME SCREEN:

TYPE ID: (Required Entry) Enter the type of element that you want to take action on.

Allowable characters are:

G	Generic Element
D	Standard Data Element
P	Prime Word Name

ELEMENT/PWN COUNTER ID: The number assigned to an information element which shows the sequence in which it was entered as a proposal into the Defense Data Repository System.

The Counter ID can be entered in place of the full element/pwn name.

STATUS CODE: A single digit that reflects an element's/pwn's status in regards to the approval process.

ELEMENT/PWN NAME: The name given to a generic element, standard data element, or prime word name. Either the Counter ID or the Element Name must be entered on this screen.

ACTION ID: (Required entry.) Enter an "A" to approve the element or "D" to disapprove the element/pwn.

TECHNICAL REVIEW ID: An indicator that displays the current status of the specified element/pwn after a technical review has been performed.

FUNCTIONAL REVIEW ID: An indicator that displays the status of an element/pwn after the functional review has been performed.

ELEMENT/PWN DEFINITION TEXT: A narrative describing the organizational context or the meaning of an information element.

The appropriate Functional Data Administrator and Technical Reviewer will activate new status identifiers by placing an "A" for approval or "D" for disapproval in the Action ID field. When action is taken by the Functional Data Administrator, a message will be generated to the Technical Reviewer stating whether the element/pwn was approved or disapproved. When action is taken by the Technical Reviewer, a message will be generated to the Functional Data Administrator that the element/pwn was either approved or disapproved. Refer to the matrix in this section for the message-passing function.

EXPLANATION OF THE APPROVE/DISAPPROVE ELEMENT/PRIME WORD NAME  
SCREEN: (continued)

FUNCTIONAL ACTION DESCRIPTIONS:

When a Functional Data Administrator approves an element/pwn functionally, the following will occur:

1. The functional review status will reflect "AF".
2. The system will generate and send a message to the appropriate Technical Reviewer mailbox.
3. The system message will be accessible to the group through the electronic mail function View Group Mail.
4. The system message will contain the element/pwn name, version number, type of element, action taken, and date action was taken.

When the Functional Data Administrator disapproves an element/pwn, the following will occur:

1. The functional review status will reflect "DF".
2. The system will generate a message to the originator, technical, and arbitrator reviewer group mailbox.
3. The system message will be accessible to the group through the electronic mail function View Group Mail.
4. The system message will contain the element/pwn name, version number, type of element, action taken, and date action was taken.

TECHNICAL ACTION DESCRIPTIONS:

When the Technical Reviewer approves an element/pwn technically, the following will occur:

1. The technical review status will reflect "AT".
2. The system will generate and send a message to the appropriate Functional Reviewer mailbox.
3. The system message will be accessible to the group through the electronic mail function View Group Mail.



EXPLANATION OF THE APPROVE/DISAPPROVE ELEMENT/PRIME WORD NAME  
SCREEN: (continued)

4. The system message will contain the element/pwn name, version number, type of element, action taken, and date action was taken.

When the Technical Reviewer disapproves an element/pwn, the following will occur:

1. The technical review status will reflect "DT".
2. The system will generate a message to the originator, functional, and arbitrator reviewer group mailbox.
3. The system message will be accessible to the group through the electronic mail function View Group Mail.
4. The system message will contain the element/pwn name, version number, type of element, action taken, and date action was taken.

FUNCTIONAL AND TECHNICAL ACTION DESCRIPTIONS:

When the Functional and Technical reviews both approve an element/pwn, the following will occur:

1. The status code will change to "A".
2. The system will generate a message to the originator's and arbitrator's reviewer group mailbox.
3. The system message will be accessible to the group through the electronic mail function View Group Mail.
4. The system message will contain the element/pwn name, version number, type of element, action taken and date action was taken.

When an element/pwn has been disapproved Functionally and Technically, the status code will change to "R". When an element/pwn is disapproved for use, the creator of the element/pwn may then make modifications to the element/pwn which changes its status back to "D" for developmental. The element/pwn may then be re-submitted. The creator may also delete the element/pwn.

EXPLANATION OF THE APPROVE/DISAPPROVE ELEMENT/PRIME WORD NAME SCREEN: (continued)

When a Functional Reviewer approves an element/pwn and a Technical Reviewer disapproves it, and when the arbitrator resolves the conflict by approving the element/pwn, the following will occur:

1. The element/pwn status code will change to "A".
2. The system will generate a message to the originator's group mailbox and the appropriate Functional and Technical reviewers' group mailbox.
3. The system message will be accessible to the group through the electronic mail function View Group Mail.
4. The system message will contain the element/pwn name, version number, type of element, action taken, and date action was taken.

When the arbitrator resolves a conflict between a Functional and Technical Reviewer by disapproving an element/pwn, the following will occur:

1. The element/pwn status code will change to "R".
2. The system will generate a message to the originators group mailbox and the appropriate Functional and Technical Reviewers' group mailbox.
3. The system message will be accessible to the group through the electronic mail function View Group Mail.
4. The system message will contain the element/pwn name, version number, type of element, action taken, and date action was taken.

13.4 APPROVAL/DISAPPROVAL MESSAGE PASSING MATRIX

The following chart shows who will receive a message when action is taken by a reviewer. The system message will be sent to the recipients' group mailbox. When a group mailbox has not been identified, the system will send the message to the individual's mailbox.

APPROVE/DISAPPROVE PRIME WORD NAME MESSAGE PASSING MATRIX				
Reviewer Responses:	CD Originator	FD Func	AD Tech	C3 Arbitrator
Func Approval			X	
Func Disapproval	X		X	X
Tech Approval		X		
Tech Disapproval	X	X		
Func/Tech Approval	X			X
CONFLICT RESOLUTION REVIEWER RESPONSES:				
Approval	X	X	X	
Disapproval	X	X	X	

## APPROVAL/DISAPPROVAL GENERIC ELEMENT MESSAGE PASSING MATRIX

The following chart shows who will receive a message when action is taken by a reviewer. The system message will be sent to the recipients' group mailbox. When a group mailbox has not been identified, the system message will be sent to the individual's mailbox.

Reviewer Responses:	Originator	Func	Tech	Arbitrator
Func Approval			X	
Func Disapproval	X		X	
Tech Approval		X		
Tech Disapproval	X	X		
Func/Tech Approval	X			
CONFLICT RESOLUTION REVIEWER RESPONSES:				
Approval	X	X	X	
Disapproval	X	X	X	

### 13.5 REVIEWER COMMENT TEXT

The purpose of this screen is for the reviewer to enter comments regarding the reviewed element/pwn.

REVIEWER COMMENT TEXT
Element/PWN Name: (-----250----- ----- -----)
Reviewer Comment Text (-----700----- ----- ----- ----- -----)
F3 = SAVE to commit work; F6 = CANCEL; F8/F4 = NEXT PAGE

#### Actions:

Press the (F1) key to display help text.

Press the (F3) key to SAVE and continue.

Press the (F6) key to CANCEL and return to the Elements Awaiting Review Screen.

#### EXPLANATION OF THE REVIEWER COMMENT TEXT SCREEN:

ELEMENT/PWN NAME: The name of the element/pwn you previously approved/disapproved on the Approve/Disapprove Element/Prime Word Name screen.

REVIEWER COMMENT TEXT: A narrative which provides remarks pertinent to the evaluation of a candidate element/pwn. NOTE: When the first page of reviewer comment text is filled, press the F8/F5 to proceed to a new screen for additional comments.

**SECTION 14 ELECTRONIC MAIL****14.1 ELECTRONIC MAIL MENU**

Electronic Mail Menu	
>	1. Create Message 2. View/Delete Mail

This menu is displayed after selecting option 7 on the DDRS Main Menu. The messages displayed are either sent to you by an individual or by the system.

Option 1 will permit you to create a mail message. The same message can be sent to three different users at once, one of whom can be yourself. At least one user ID must be entered for the message to be generated.

Option 2 will display a list of messages residing in your message file. The messages displayed with this option were either sent by an individual or the system.

## 14.2 CREATE MESSAGE SCREEN

The purpose of this screen is to create mail messages.

CREATE MESSAGE
Send to User ID(s)/Group ID(s): (--8--) (--8--) (--8--) Page: (-3-)
Subject : (-----50-----)
(-----910-----)
-----
-----
-----)
F3 = SEND; F6 = CANCEL; F8/F2 = USERS; F8/F3 = GROUP; F8/F4 = PREVPAGE; F8/F5 = NEXTPAGE

### Actions:

Press the (F1) key to display help text.

Press the (F3) key to SEND the message.

Press the (F6) key to CANCEL and return to the Electronic Mail Menu.

Press the (F8/F2) key to display current user ID(s).

Press the (F8/F3) key to display current group ID(s).

Press the (F8/F4) key to page back.

Press the (F8/F5) key to page forward.

EXPLANATION OF THE CREATE MESSAGE SCREEN:

SEND TO USER ID(s): The ID(s) of the users or group ID(s) you want to send a message to. (An ID is an indicator assigned to an individual which is used by an application to control accessibility to other applications within the same system).

PAGE: The page number is displayed in this field.

SUBJECT: The subject entered when creating a message will be displayed in the View Mail Messages screen.

MESSAGE: This message length is unlimited. If the screen is filled with text, press the F8/F5 key to continue the message on a second screen.



### 14.3 VIEW/DELETE MAIL

This following list is displayed after selecting option 2 from the Electronic Mail Menu. Select a message to read by highlighting the desired message and pressing RETURN. Press the F8/F6 key to delete a mail message from the displayed list.

View/Delete Mail
> Mail Message Subject #1 Mail Message Subject #2 Mail Message Subject #3
Highlight and press RETURN; F8/F4 = GROUP; F8/F6 = DELETE

#### Actions:

Highlight the message you want to view and press RETURN.

Press the (F1) key to display help text.

Press the (F6) key to CANCEL and return to the Electronic Mail Menu.

Press the (F8/F4) key to view the group mail list.

Press the (F8/F6) key to delete the highlighted mail message. Once a message is deleted, it can no longer be viewed and will not be displayed on the View/Delete Mail list. Only the individual(s) identified as the primary or alternate for a group can delete group mail for their area of responsibility.

#### 14.4 VIEW USER MAIL SCREEN

This screen is displayed by highlighting a specific mail message from the View/Delete list and pressing RETURN.

VIEW USER MAIL
From User ID: (--8--) Date: (---10---) Time: (--4--) MSG NBR: (-2-) Page: (-3-)
Subject: (-----50-----)
(-----910-----
-----
-----
-----)
F3 = SAVE to NEXT Page; F6 = CANCEL, F8/F1 = NEXT MSG; F8/F2 = PREV MSG; F8/F5 = PREVPAGE

#### Actions:

Press the (F1) key to display help text.

Press the (F3) key to SAVE and proceed to the next page.

Press the (F6) key to CANCEL and return to the Develop Element Menu.

Press the (F8/F1) key to proceed to the next message.

Press the (F8/F2) key to return to the previous message.

Press the (F8/F5) key to return to the previous page.

EXPLANATION OF THE VIEW MAIL SCREEN:

The messages displayed on this screen are either sent to you by an individual, a group, or by the system.

Displayed on this screen is the user ID or group ID of the sender, the date sent, and the subject of the message sent.

FROM USER ID: This field displays the user ID that sent you the mail message.

DATE: The date the mail message was created.

TIME: The time that the mail message was created.

MSG NBR: The message number is displayed in this field.

PAGE: The page number is displayed in this field.

SUBJECT: The subject of the mail message is displayed in this field. This is the same message that was displayed on the previously displayed View/Delete Mail list.

MESSAGE: The mail message text is displayed in this section.

**SECTION 15 BULLETIN BOARD****15.1 SYSTEM BULLETIN BOARD**

System Bulletin Board				
MSG #	Date of	MSG	Message	Subject
>MSG #	Date of	MSG	Message	Subject
MSG #	Date of	MSG	Message	Subject

Highlight your selection and press RETURN

This menu is displayed after selecting option 8 from the DDRS Main Menu. The messages displayed are generated by the DDRS system administrator. This is the same system message that is displayed when logging on to the system. The message number, the date the message was created, and the subject of the message are displayed.

## 15.2 VIEW BULLETIN BOARD

This screen is displayed when selecting a bulletin board message to view.

VIEW BULLETIN BOARD
From User ID: (--8--) Date: (---10---) Time: (--4--) MSG: (-2-) Page: (-3-)
Subject: (-----50-----)
(-----910-----)
-----
-----
-----
-----
F3 = SAVE to next page; F6 = CANCEL; F8/F1 = NEXT MSG F8/F2 = PREV MSG; F8/F4 = PREVPAGE

### Actions:

Press the (F1) key to display help text.

Press the (F3) key to SAVE and continue to the next page.

Press the (F6) key to CANCEL and return to the DDRS Main Menu.

Press the (F8/F1) to view the next message.

Press the (F8/F2) to view the previous message.

Press the (F8/F4) key to return to the previous page.

**EXPLANATION OF THE VIEW BULLETIN BOARD SCREEN:**

The messages displayed on this screen are broadcast messages sent to all users by the DDRS System Administrator.

The user ID, date, time, and the subject of the message are displayed on this screen.

**FROM USER ID:** This field displays the user ID that sent the system mail message.

**DATE:** The date the message was created.

**TIME:** The time that the message was created.

**MSG:** The message number is displayed in this field.

**PAGE:** The page number is displayed in this field.

**SUBJECT:** The subject of the message is displayed in this field. This is the same message that is displayed after logging on to the Defense Data Repository System.

**MESSAGE:** The bulletin board message text is displayed in this section.

## SECTION 16 REPORT GENERATION MENU

### 16.1 REPORT GENERATION MENU

This menu is displayed after selecting option 9 on the DDRS Main Menu.

REPORT GENERATION MENU
1. Generic Elements by Functional Area Report
2. Standard Data Element by Functional Area Report
3. Standard Domain Values by Element Name Report
4. Generic Element Status Report
5. Standard Data Element Status Report
6. Audit Information Report
7. Prime Word Information Report
8. Data Elements by Prime Word Name Report
9. Standard Data Element Report

Highlight your selection and press RETURN

#### EXPLANATION OF THE REPORT GENERATION MENU:

1. GENERIC ELEMENT BY FUNCTIONAL AREA REPORT: This report lists all the generic elements and their associated attributes that are in the Defense Data Repository System.

2. STANDARD DATA ELEMENT BY FUNCTIONAL AREA REPORT: This report lists all the elements that are associated with a Functional Area Name and Functional Area ID.

3. STANDARD DOMAIN VALUES BY ELEMENT NAME REPORT: This report lists all the domain values associated with a specific generic element or standard data element.

4. GENERIC ELEMENT STATUS REPORT: This is a report of all the generic elements in the DDRS and provides such information as the generic element name, the element status identifier, technical review status identifier, functional review status identifier, revision date, submission date, approval date, and a summary total of each status.

EXPLANATION OF THE REPORT GENERATION MENU: (continued)

5. STANDARD DATA ELEMENT STATUS REPORT: This is a report of all the standard data elements in the DDRS and provides such information as the generic element name, the element status identifier, technical review status identifier, functional review status identifier, revision date, submission date, approval date, and a summary total of each status.

6. AUDIT INFORMATION REPORT: This report will provide historical information regarding a specific generic or standard element in the repository system. This report will provide historical information such as element name, status code, submission data, creator and revisor ID, and functional and technical approve/disapprove information.

7. PRIME WORD NAME INFORMATION REPORT: This report lists all prime word names associated with selected prime word steward. In addition to the prime word names the prime word definition text is listed with all associated models.

8. DATA ELEMENT BY PRIME WORD NAME REPORT: This report lists the prime word definition text, counter id, data element name and data element definition associated with a given prime word name and data element standardization status code.

9. STANDARD DATA ELEMENT REPORT: This report displays all data element attributes and non-standard data elements associated with a specific data element.



## 16.2 GENERIC ELEMENTS BY FUNCTIONAL AREA REPORT

Identify Status Code for Report is the first screen that is displayed by selecting option 1 from the Report Generation Menu.

IDENTIFY STATUS CODE FOR REPORT
Status Code: (-1-)
F3 = SAVE to continue; F6 = CANCEL

Allowable Status Codes are:

A	Approved
C	Candidate
D	Developmental
I	Installed
X	Archived
R	Disapproved
Z	Print All Status Codes

Enter a valid code to continue.

GENERIC ELEMENTS BY FUNCTIONAL AREA REPORT: (continued)

Report Mailing Address is the second screen displayed when selecting option 1 from the Report Generation Menu.

REPORT MAILING ADDRESS
Mailing Address for Reports: (-----280----- ----- -----)
Distribution Room/Box Number: (--4--)
E-Mail Address: (-----70-----)
Subject: (---15---)
F3 = SAVE to continue; F6 = CANCEL

## Actions:

Press the (F1) key to display help text.

Press the (F3) key to SAVE and continue.

Press the (F6) key to CANCEL and return to the Report Generation menu.

EXPLANATION OF THE REPORT MAILING ADDRESS SCREEN:

MAILING ADDRESS FOR REPORTS: If a hard copy or disk copy of report is to be produced, indicate where the report is to be sent. Leave this field blank if only an E-Mail copy is to be sent. (See E-Mail address field.)

E-MAIL ADDRESS: Enter the E-Mail address where you would like the report electronically mailed, if an E-Mail copy is wanted. Use the Internet-style address: USER ID @ COMPUTER NAME.ORGANIZATION.TYPE. For example, jim@comp.att.com. If an error is made in the E-Mail address and your screen becomes garbled, press F8/F7 to reset the screen.

SUBJECT: Enter a short report subject to help identify the output.

GENERIC ELEMENTS BY FUNCTIONAL AREA REPORT: (continued)

Print Destination is the third screen displayed when selecting option 1 from the Report Generation Menu.

PRINT DESTINATION
Number of Copies: (-2-)
Printer Class: (-----20-----)
Printer Name: (-----15-----)
F3 = SAVE to print; F6 = CANCEL

## Actions:

Press the (F1) key to display help text.

Press the (F2) key to display CHOICES.

Press the (F3) key to SAVE and continue.

Press the (F6) key to CANCEL and return to the Report Generation Menu.

EXPLANATION OF THE PRINT DESTINATION SCREEN:

NUMBER OF COPIES: (Required entry.) Enter the number of copies that you want to print.

PRINTER CLASS: Enter the printer class that you want your reports to be printed on. The F2 key will display a list of valid printer class names. These are maintained by the DDRS System Administrator.

PRINTER NAME: (Required entry.) Enter the name of the printer that you want your reports to be printed on. The F2 key will display a list of valid printer names. These names are maintained by the DDRS System Administrator.

### 16.3 STANDARD DATA ELEMENT BY FUNCTIONAL AREA REPORT

Standard Data Element by Functional Menu is the first screen that is displayed by selecting option 2 from the Report Generation Menu.

STANDARD DATA ELEMENT BY FUNCTIONAL MENU	
FUNCTIONAL AREA ID	FUNCTIONAL AREA NAME
> Func Area ID #	Func Area Name
Func Area ID #	Func Area Name
F2 = MARK to select; RETURN to proceed; F6 = CANCEL	

#### Actions:

Press the (F1) key to display help text.

Press the (F2) key to MARK the highlighted item.  
(Marked items are items selected to include in your report)

Press the (F6) key to CANCEL and return to the Report Generation Menu.

STANDARD DATA ELEMENT BY FUNCTIONAL AREA REPORT: (continued)

Identify Status Code for Report is the second screen that is displayed by selecting option 2 from the Report Generation Menu.

IDENTIFY STATUS CODE FOR REPORT
Status Code: (-1-)
F3 = SAVE to continue; F6 = CANCEL

Allowable Status Codes are:

A	Approved
C	Candidate
D	Developmental
I	Installed
X	Archived
R	Disapproved
Z	Print All Status Codes

Enter a valid code to continue.

STANDARD DATA ELEMENT BY FUNCTIONAL AREA REPORT: (continued)

Report Mailing Address is the third screen displayed when selecting option 2 from the Report Generation Menu.

REPORT MAILING ADDRESS
Mailing Address for Reports: (-----280----- ----- -----) -----)
Distribution Room/Box Number: (--4--)
E-Mail Address: (-----70-----)
Subject: (---15---)
F3 = SAVE to continue; F6 = CANCEL

## Actions:

Press the (F1) key to display help text.

Press the (F3) key to SAVE and continue.

Press the (F6) key to CANCEL and return to the Report Generation menu.

EXPLANATION OF THE REPORT MAILING ADDRESS SCREEN:

MAILING ADDRESS FOR REPORTS: If a hard copy or disk copy of report is to be produced, indicate where the report is to be sent. Leave this field blank if only an E-Mail copy is to be sent. (See E-Mail address field.)

E-MAIL ADDRESS: Enter the E-Mail address where you would like the report electronically mailed, if an E-Mail copy is wanted. Use the Internet-style address: USER ID @ COMPUTER NAME.ORGANIZATION.TYPE. For example, jim@comp.att.com. If an error is made in the E-Mail address and your screen becomes garbled, press F8/F7 to reset the screen.

SUBJECT: Enter a short report subject to help identify the output.

STANDARD DATA ELEMENT BY FUNCTIONAL AREA REPORT: (continued)

Print Destination is the fourth screen displayed when selecting option 2 from the Report Generation Menu.

PRINT DESTINATION
Number of Copies: (-2-)
Printer Class: (-----20-----)
Printer Name: (-----15-----)
F3 = SAVE to print; F6 = CANCEL

**Actions:**

Press the (F1) key to display help text.

Press the (F2) key to display CHOICES.

Press the (F3) key to SAVE and continue.

Press the (F6) key to CANCEL and return to the Report Generation menu.

EXPLANATION OF THE PRINT DESTINATION SCREEN:

NUMBER OF COPIES: (Required entry.) Enter the number of copies that you want to print.

PRINTER CLASS: Enter the printer class that you want your reports to be printed on. The F2 key will display a list of valid printer class names. These class names are maintained by the DDRS System Administrator.

PRINTER NAME: (Required entry.) Enter the name of the printer that you want your reports to be printed on. The F2 key will display a list of valid printer names. These names are maintained by the DDRS System Administrator.

#### 16.4 STANDARD DOMAIN VALUES BY ELEMENT NAME REPORT

Identify Element for Report is the first screen displayed when selecting option 3 from the Report Generation Menu.

IDENTIFY ELEMENT FOR REPORT		
Type ID: (-1-)	Standard Status CD: (-1-)	Counter ID: (--8--)
Element Name: (-----250-----)		
-----		
-----		
-----)		
Version Number: (---8---)		
F3 = SAVE to continue; F6 = CANCEL		

#### Actions:

Press the (F1) key to display help text.

Press the (F2) key to display CHOICES.

Press the (F3) key to SAVE and continue.

Press the (F6) key to CANCEL and return to the Report Generation Menu.



STANDARD DOMAIN VALUES BY ELEMENT NAME REPORT (continued)EXPLANATION OF THE IDENTIFY ELEMENT FOR REPORT SCREEN:

TYPE ID: (Required entry.) Enter the type of element that you want to query.

Allowable characters are:

G	Generic Element
D	Data Element

STATUS CODE: (Required entry.) This field contains a single letter that reflects an element's current status in regards to the approval process.

Allowable characters are:

A	Approved
C	Candidate
D	Developmental
I	Installed
R	Disapproved
X	Archived
Z	Print all status codes

COUNTER ID: The number assigned to an information element which shows the sequence in which it was entered as a proposal into the Defense Data Repository System. Either the Counter ID or the Element Name must be entered.

ELEMENT NAME: A character string given to an information element.

VERSION NUMBER: If there are more than one archived versions of an element, you may enter the element version number that you want to print. If the Status Code is "X", then as soon as the Counter ID is entered, a list will appear with all versions of that archived element. Select the version to report on by moving the highlight to the version you want and pressing Enter.

## 16.5 GENERIC ELEMENT STATUS REPORT

Report Mailing Address screen is displayed when selecting option 4 from the Report Generation Menu. Generic Element Status Report option will print a list showing the number of generic elements in the various statuses. This is a summary list and will not list each generic element name.

REPORT MAILING ADDRESS
Mailing Address for Reports: (-----280----- ----- -----) Distribution Room/Box Number: (--4--) E-Mail Address: (-----70-----) Subject: (---15---) F3 = SAVE to continue; F6 = CANCEL

Actions:

Press the (F1) key to display help text.

Press the (F3) key to SAVE and continue.

Press the (F6) key to CANCEL and return to the Report Generation menu.

### EXPLANATION OF THE REPORT MAILING ADDRESS SCREEN:

MAILING ADDRESS FOR REPORTS: If a hard copy or disk copy of report is to be produced, indicate where the report is to be sent. Leave this field blank if only an E-Mail copy is to be sent. (See E-Mail address field.)

E-MAIL ADDRESS: Enter the E-Mail address where you would like the report electronically mailed, if an E-Mail copy is wanted. Use the Internet-style address: USER ID @ COMPUTER NAME.ORGANIZATION.TYPE. For example, jim@comp.att.com. If an error is made in the E-Mail address and your screen becomes garbled, press F8/F7 to reset the screen.

SUBJECT: Enter a short report subject to help identify the output.

GENERIC ELEMENTS STATUS REPORT: (continued)

Print Destination is the second screen displayed when selecting option 4 from the Report Generation Menu.

PRINT DESTINATION
Number of Copies: (-2-)
Printer Class: (-----20-----)
Printer Name: (-----15-----)
F3 = SAVE to continue; F6 = CANCEL

## Actions:

Press the (F1) key to display help text.

Press the (F2) key to display CHOICES.

Press the (F3) key to SAVE and continue.

Press the (F6) key to CANCEL and return to the Identify Element for Report Menu.

EXPLANATION OF THE PRINT DESTINATION SCREEN:

NUMBER OF COPIES: (Required entry.) Enter the number of copies that you want to print.

PRINTER CLASS: Enter the printer class that you want your reports to be printed on. The F2 key will display a list of valid printer class names. These are maintained by the DDRS System Administrator.

PRINTER NAME: (Required entry.) Enter the name of the printer that you want your reports to be printed on. The F2 key will display a list of valid printer names. These names are maintained by the DDRS System Administrator.

## 16.6 STANDARD DATA ELEMENT STATUS REPORT

Report Mailing Address screen is displayed when selecting option 5 from the Report Generation Menu. Standard Data Element Status Report option will print a list showing the number of Standard Data Elements in the various statuses. This is a summary list and will not list each element name.

REPORT MAILING ADDRESS
Mailing Address for Reports: (-----280----- ----- -----) Distribution Room/Box Number: (--4--) E-Mail Address: (-----70-----) Subject: (---15---)  F3 = SAVE to continue; F6 = CANCEL

### Actions:

Press the (F1) key to display help text.

Press the (F3) key to SAVE and continue.

Press the (F6) key to CANCEL and return to the Report Generation menu.

### EXPLANATION OF THE REPORT MAILING ADDRESS SCREEN:

MAILING ADDRESS FOR REPORTS: If a hard copy or disk copy of report is to be produced, indicate where the report is to be sent. Leave this field blank if only an E-Mail copy is to be sent. (See E-Mail address field.)

E-MAIL ADDRESS: Enter the E-Mail address where you would like the report electronically mailed, if an E-Mail copy is wanted. Use the Internet-style address: USER ID @ COMPUTER NAME.ORGANIZATION.TYPE. For example, jim@comp.att.com. If an error is made in the E-Mail address and your screen becomes garbled, press F8/F7 to reset the screen.

SUBJECT: Enter a short report subject to help identify the output.

STANDARD DATA ELEMENT STATUS REPORT: (continued)

Print Destination is the second screen displayed when selecting option 5 from the Report Generation Menu.

PRINT DESTINATION
Number of Copies: (-2-)
Printer Class: (-----20-----)
Printer Name: (-----15-----)
F3 = SAVE to continue; F6 = CANCEL

## Actions:

Press the (F1) key to display help text.

Press the (F2) key to display CHOICES.

Press the (F3) key to SAVE and continue.

Press the (F6) key to CANCEL and return to the Develop Element Menu.

EXPLANATION OF THE PRINT DESTINATION SCREEN:

NUMBER OF COPIES: (Required entry.) Enter the number of copies that you want to print.

PRINTER CLASS: Enter the printer class that you want your reports to be printed on. The F2 key will display a list of valid printer class names. These are maintained by the DDRS System Administrator.

PRINTER NAME: (Required entry.) Enter the name of the printer that you want your reports to be printed on. The F2 key will display a list of valid printer names. These names are maintained by the DDRS System Administrator.

## 16.7 AUDIT INFORMATION REPORT

Identify Element Report is the first screen displayed when selecting option 6 from the Report Generation Menu. This report will display audit (historical) information for the specified information element.

IDENTIFY ELEMENT FOR REPORT		
Type ID: (-1-)	Status Code: (-1-)	Counter ID: (--9--)
Element Name: (-----250-----)		
-----		
-----)		
Version Number: (---8---)		
F3 = SAVE to continue; F6 = CANCEL		

### Actions:

Press the (F1) key to display help text.

Press the (F2) key to display CHOICES.

Press the (F3) key to SAVE and continue.

Press the (F6) key to CANCEL and return to the Report Generation menu.

EXPLANATION OF THE IDENTIFY ELEMENT SCREEN:

TYPE ID: (Required Entry) Enter the type of element that you want to query.

Allowable characters are:

G	Generic Element
D	Data Element
P	Prime Word Name

STATUS CODE: (Required Entry) A single letter that reflects an element's status in regards to the approval process.

Allowable characters are:

A	Approved
C	Candidate
D	Developmental
I	Installed
R	Disapproved
X	Archived
Z	Print all status codes

COUNTER ID: The number assigned to an information element which shows the sequence in which it was entered as a proposal into the Defense Data Repository System. Either the Counter ID or the Element Name is required.

ELEMENT: (No Data Entry) A character string given to an information element.

VERSION NUMBER: Enter the element version number that you want to print. If the Status Code is "X", then as soon as the Counter ID is entered, a list will appear with all versions of that archived element. Select the version to report on by moving the highlight to the version you want and pressing Enter.

AUDIT INFORMATION REPORT: (continued)

Report Mailing Address is the second screen displayed when selecting option 6 from the Report Generation Menu.

REPORT MAILING ADDRESS
Mailing Address for Reports: (-----280----- ----- -----) )
Distribution Room/Box Number: (--4--)
E-Mail Address: (-----70-----) )
Subject: (---15---)
F3 = SAVE to continue; F6 = CANCEL

## Actions:

Press the (F1) key to display help text.

Press the (F3) key to SAVE and continue.

Press the (F6) key to CANCEL and return to the Report Generation menu.

EXPLANATION OF THE REPORT MAILING ADDRESS SCREEN:

MAILING ADDRESS FOR REPORTS: If a hard copy or disk copy of report is to be produced, indicate where the report is to be sent. Leave this field blank if only an E-Mail copy is to be sent. (See E-Mail address field.)

E-MAIL ADDRESS: Enter the E-Mail address where you would like the report electronically mailed, if an E-Mail copy is wanted. Use the Internet-style address: USER ID @ COMPUTER NAME.ORGANIZATION.TYPE. For example, jim@comp.att.com. If an error is made in the E-Mail address and your screen becomes garbled, press F8/F7 to reset the screen.

SUBJECT: Enter a short report subject to help identify the output.



AUDIT INFORMATION REPORT: (continued)

Print Destination is the third screen displayed when selecting option 6 from the Report Generation Menu.

PRINT DESTINATION
Number of Copies: (-2-)
Printer Class: (-----20-----)
Printer Name: (-----15-----)
F3 = SAVE to continue; F6 = CANCEL

## Actions:

Press the (F1) key to display help text.

Press the (F2) key to display CHOICES.

Press the (F3) key to SAVE and continue.

Press the (F6) key to CANCEL and return to the Report Generation Menu.

EXPLANATION OF THE PRINT DESTINATION SCREEN:

NUMBER OF COPIES: (Required entry.) Enter the number of copies that you want to print.

PRINTER CLASS: Enter the printer class that you want your reports to be printed on. The F2 key will display a list of valid printer class names. These are maintained by the DDRS System Administrator.

PRINTER NAME: (Required entry.) Enter the name of the printer that you want your reports to be printed on. The F2 key will display a list of valid printer names. These names are maintained by the DDRS System Administrator.

## 16.8 PRIME WORD NAME INFORMATION REPORT

Identify PWN Steward/Status for Report is the first screen displayed when selecting option 7 from the Report Generation Menu. This report will display all the prime word names and their attributes associated with a selected prime word name steward.

IDENTIFY PWN STEWARD/STATUS FOR REPORT
PRIME WORD NAME STEWARD: (----10----
PRIME WORD NAME STATUS CODE: (-1-)
 F1 = HELP; F3 = SAVE to continue; F6 = CANCEL; F8/F2 = STEWARDS

### Actions:

Press the (F1) key to display help text.

Press the (F2) key to display CHOICES for PRIME WORD NAME STATUS CODE

Press the (F3) key to SAVE and continue

Press the (F6) key to CANCEL and return to the Report Generation Menu.

Press the (F8/F2) key to display Prime Word Name Steward(s).

EXPLANATION OF THE IDENTIFY PWN STEWARD/STATUS FOR REPORT SCREEN:

PRIME WORD NAME STEWARD: (Optional entry) Enter the desired Prime Word Name Steward.

Available Prime Word Name Stewards are can be displayed by pressing the F8/F2 STEWARDS key.

PRIME WORD NAME STATUS CODE: (Required entry) Enter the single letter that reflects the desired Prime Word Name Status Code.

Allowable Prime Word Name Status codes are:

A	APPROVED
C	CANDIDATE
D	DEVELOPMENTAL
R	DISAPPROVED
X	ARCHIVED
Z	ALL STATUSES

PRIME WORD NAME INFORMATION REPORT: (continued)

Report Mailing Address is the second screen displayed when selecting option 7 from the Report Generation Menu.

REPORT MAILING ADDRESS
Mailing Address for Reports: (-----280----- ----- -----) Distribution Room/Box Number: (--4--) E-Mail Address: (-----70-----) Subject: (---15---) F3 = SAVE to continue; F6 = CANCEL

## Actions:

Press the (F1) key to display help text.

Press the (F3) key to SAVE and continue.

Press the (F6) key to CANCEL and return to the Report Generation menu.

EXPLANATION OF THE REPORT MAILING ADDRESS SCREEN:

MAILING ADDRESS FOR REPORTS: If a hard copy or disk copy of report is to be produced, indicate where the report is to be sent. Leave this field blank if only an E-Mail copy is to be sent. (See E-Mail address field.)

E-MAIL ADDRESS: Enter the E-Mail address where you would like the report electronically mailed, if an E-Mail copy is wanted. Use the Internet-style address: USER ID @ COMPUTER NAME.ORGANIZATION.TYPE. For example, jim@comp.att.com. If an error is made in the E-Mail address and your screen becomes garbled, press F8/F7 to reset the screen.

SUBJECT: Enter a short report subject to help identify the output.

PRIME WORD NAME INFORMATION REPORT: (continued)

Print Destination is the third screen displayed when selecting option 7 from the Report Generation Menu.

PRINT DESTINATION
Number of Copies: (-2-)
Printer Class: (-----20-----)
Printer Name: (-----15-----)
F3 = SAVE to continue; F6 = CANCEL

## Actions:

Press the (F1) key to display help text.

Press the (F2) key to display CHOICES.

Press the (F3) key to SAVE and continue.

Press the (F6) key to CANCEL and return to the Report Generation Menu.

EXPLANATION OF THE PRINT DESTINATION SCREEN:

NUMBER OF COPIES: (Required entry.) Enter the number of copies that you want to print.

PRINTER CLASS: Enter the printer class that you want your reports to be printed on. The F2 key will display a list of valid printer class names. These are maintained by the DDRS System Administrator.

PRINTER NAME: (Required entry.) Enter the name of the printer that you want your reports to be printed on. The F2 key will display a list of valid printer names. These names are maintained by the DDRS System Administrator.

### 16.9 DATA ELEMENTS BY PRIME WORD NAME REPORT

Identify PWN/DE Status Report is the first screen after selecting the option 8 from the Report Generation Menu.

IDENTIFY PWN/DE STATUS REPORT
Prime Word Name: (-----170----- ----- -----)
Prime Word Name Version Nbr: (-4-) Prime Word Name Counter ID: (-9-)
Standard Data Element Standardization Status Code (-1-)
F1 = HELP; F3= SAVE to continue; F6 = CANCEL; F8/F2 = List PW

#### Actions:

Press the (F1) key to display help text.

Press the (F2) key to display CHOICES for STANDARD DATA ELEMENT STANDARDIZATION STATUS CODES.

Press the (F3) key to SAVE and continue.

Press the (F6) key to CANCEL and return to the REPORT GENERATION MENU.

Press the (F8/F2) key to display Prime Word Name(s).

EXPLANATION OF THE IDENTIFY PWN/DE STATUS REPORT SCREEN:

PRIME WORD NAME: (Required Entry) Enter the desired Prime Word Name. The Prime Word Name can be from 1 to 170 characters.

STANDARD DATA ELEMENT STANDARDIZATION STATUS CODE: (Required Entry)  
Enter the single letter that reflects the desired Standard Data Element Standardization Status Code.

Allowable Prime Word Names can be displayed by pressing the F8/F2 LIST PWN key.

Allowable Standard Data Element Standardization Status Codes are:

A	APPROVED
C	CANDIDATE
D	DEVELOPMENTAL
I	INSTALLED
R	DISAPPROVED
X	ARCHIVED
Z	PRINT ALL STATUS CODES

DATA ELEMENTS BY PRIME WORD NAME REPORT: (continued)

Report Mailing Address is the second screen displayed when selecting option 8 from the Report Generation Menu.

REPORT MAILING ADDRESS
Mailing Address for Reports: (-----280----- ----- -----)
Distribution Room/Box Number: (--4--)
E-Mail Address: (-----70-----)
Subject: (---15---)
F3 = SAVE to continue; F6 = CANCEL

## Actions:

Press the (F1) key to display help text.

Press the (F3) key to SAVE and continue.

Press the (F6) key to CANCEL and return to the Report Generation menu.

EXPLANATION OF THE REPORT MAILING ADDRESS SCREEN:

MAILING ADDRESS FOR REPORTS: If a hard copy or disk copy of report is to be produced, indicate where the report is to be sent. Leave this field blank if only an E-Mail copy is to be sent. (See E-Mail address field.)

E-MAIL ADDRESS: Enter the E-Mail address where you would like the report electronically mailed, if an E-Mail copy is wanted. Use the Internet-style address: USER ID @ COMPUTER NAME.ORGANIZATION.TYPE. For example, jim@comp.att.com. If an error is made in the E-Mail address and your screen becomes garbled, press F8/F7 to reset the screen.

SUBJECT: Enter a short report subject to help identify the output.



DATA ELEMENTS BY PRIME WORD NAME REPORT: (continued)

Print Destination is the third screen displayed when selecting option 8 from the Report Generation Menu.

PRINT DESTINATION
Number of Copies: (-2-)
Printer Class: (-----20-----)
Printer Name: (-----15-----)
F3 = SAVE to continue; F6 = CANCEL

## Actions:

Press the (F1) key to display help text.

Press the (F2) key to display CHOICES.

Press the (F3) key to SAVE and continue.

Press the (F6) key to CANCEL and return to the Report Generation Menu.

EXPLANATION OF THE PRINT DESTINATION SCREEN:

NUMBER OF COPIES: (Required entry.) Enter the number of copies that you want to print.

PRINTER CLASS: Enter the printer class that you want your reports to be printed on. The F2 key will display a list of valid printer class names. These are maintained by the DDRS System Administrator.

PRINTER NAME: (Required entry.) Enter the name of the printer that you want your reports to be printed on. The F2 key will display a list of valid printer names. These names are maintained by the DDRS System Administrator.

### 16.10 STANDARD DATA ELEMENT REPORT

Identify Element for Report is the first screen after selecting option 9 from the Report Generation Menu.

IDENTIFY ELEMENT FOR REPORT		
Type ID: (-1-)	Status Code: (-1-)	Counter ID: (--9--)
Element Name: (-----250-----)		
-----		
-----		
-----)		
Version Number: (---8---)		
F3 = SAVE to continue; F6 = CANCEL		

#### Actions:

Press the (F1) key to display help text.

Press the (F2) key to display CHOICES.

Press the (F3) key to SAVE and continue.

Press the (F6) key to CANCEL and return to the Report Generation Menu.

STANDARD DOMAIN VALUES BY ELEMENT NAME REPORT (continued)EXPLANATION OF THE IDENTIFY ELEMENT FOR REPORT SCREEN:

TYPE ID: (Required entry.) Enter the type of element that you want to query.

Allowable characters are:

G	Generic Element
D	Data Element

STATUS CODE: (Required entry.) This field contains a single letter that reflects an element's current status in regards to the approval process.

Allowable characters are:

A	Approved
C	Candidate
D	Developmental
I	Installed
R	Disapproved
X	Archived
Z	Print all status codes

COUNTER ID: The number assigned to an information element which shows the sequence in which it was entered as a proposal into the Defense Data Repository System. Either the Counter ID or the Element Name must be entered.

ELEMENT NAME: A character string given to an information element.

VERSION NUMBER: If there are more than one archived versions of an element, you may enter the element version number that you want to print. If the Status Code is "X", then as soon as the Counter ID is entered, a list will appear with all versions of that archived element. Select the version to report on by moving the highlight to the version you want and pressing Enter.

### 16.11 GENERIC ELEMENT STATUS REPORT

Report Mailing Address screen is displayed when selecting option 4 from the Report Generation Menu. Generic Element Status Report option will print a list showing the number of generic elements in the various statuses. This is a summary list and will not list each generic element name.

REPORT MAILING ADDRESS
Mailing Address for Reports: (-----280----- ----- ----- -----)
Distribution Room/Box Number: (--4--)
E-Mail Address: (-----70-----) Subject: (---15---)
F3 = SAVE to continue; F6 = CANCEL

#### Actions:

Press the (F1) key to display help text.

Press the (F3) key to SAVE and continue.

Press the (F6) key to CANCEL and return to the Report Generation menu.

### EXPLANATION OF THE REPORT MAILING ADDRESS SCREEN:

**MAILING ADDRESS FOR REPORTS:** If a hard copy or disk copy of report is to be produced, indicate where the report is to be sent. Leave this field blank if only an E-Mail copy is to be sent. (See E-Mail address field.)

**E-MAIL ADDRESS:** Enter the E-Mail address where you would like the report electronically mailed, if an E-Mail copy is wanted. Use the Internet-style address: USER ID @ COMPUTER NAME.ORGANIZATION.TYPE. For example, jim@comp.att.com. If an error is made in the E-Mail address and your screen becomes garbled, press F8/F7 to reset the screen.

**SUBJECT:** Enter a short report subject to help identify the output.

GENERIC ELEMENTS STATUS REPORT: (continued)

Print Destination is the second screen displayed when selecting option 4 from the Report Generation Menu.

PRINT DESTINATION
Number of Copies: (-2-)
Printer Class: (-----20-----)
Printer Name: (-----15-----)
F3 = SAVE to continue; F6 = CANCEL

## Actions:

Press the (F1) key to display help text.

Press the (F2) key to display CHOICES.

Press the (F3) key to SAVE and continue.

Press the (F6) key to CANCEL and return to the Identify Elements for Report Menu.

EXPLANATION OF THE PRINT DESTINATION SCREEN:

NUMBER OF COPIES: (Required entry.) Enter the number of copies that you want to print.

PRINTER CLASS: Enter the printer class that you want your reports to be printed on. The F2 key will display a list of valid printer class names. These are maintained by the DDRS System Administrator.

PRINTER NAME: (Required entry.) Enter the name of the printer that you want your reports to be printed on. The F2 key will display a list of valid printer names. These names are maintained by the DDRS System Administrator.

**SECTION 17 TABLE MAINTENANCE****17.1 TABLE MAINTENANCE MENU**

This menu is displayed by selection option 10 from the DDRS Main Menu. Menu item 2 is available only to the Systems Administrator for the Defense Data Repository System.

TABLE MAINTENANCE MENU	
> 1.	User Information Update
2.	Systems Administration and Setup
Highlight your selection and press RETURN	

17.2 CHANGE USER INFORMATION

This screen is displayed by selecting option 1 from the Table Maintenance Menu. This form displays and provides the capability to change your own user/group information.

CHANGE USER INFORMATION			
User ID: (---8---)	Name: (-----50-----)		
Group ID: (--8--)	Primary ID: (-1-)	Access Level ID: (-2-)	
Comp Code: (-----15-----)			
Group Name: (-----50-----)			
Origin Office Name: (-----100-----)			
-----)			
Address: (-----180-----)			
-----)			
-----)			
City: (-----15-----)	State: (-2-)	Zip: (----10----	
Telephone Numbers			
Office: Com: (-----30-----)	DSN: (-----30-----)		
Fax: Com: (-----30-----)	DSN: (-----30-----)		
DDN Address: (-----50-----)			
F3 = SAVE			

**Actions:**

Press the (F1) key to display help text.

Press the (F3) key to SAVE and continue.

Press the (F6) key to CANCEL and return to the Table Maintenance Menu.

EXPLANATION OF THE CHANGE USER INFORMATION SCREEN:

This screen displays information about the user logged on to the Defense Data Repository System. You can only change your own user information.

USER ID: (Display only) An indicator assigned to an individual for use by an application to control accessibility to other applications within the same system.

NAME: (Display only) This is the user name associated with the user ID.

GROUP ID: (Display only) An indicator that identifies the organization or team to which an individual is assigned.

PRIMARY ID: (Display only) A character that identifies the person granted overall authority for the maintenance of the user organization group mailbox identifier.

Allowable characters are:

A      Alternate

P      Primary (The individual designated as the primary and alternate, is the only individual for a group that can delete messages from the group mailbox)

ACCESS LEVEL ID: (Display only) An indicator assigned to an individual used by an application to control accessibility to other applications within the same system.

COMPONENT CODE: (Display only) The organization or department that is responsible for an information class of elements.

GROUP NAME: (Display only) The designation of an organization or team by which it is known and identified.

ORIGIN OFFICE NAME: (Required entry.) A character string identifying the name of an office.

ADDRESS: (Required entry.) An unformatted character string of information that describes the specific place that an organization may be found or reached.

CITY: (Required entry.) The designation of a populated place where an organization may be found or reached.

STATE: (Required entry.) The two letter identifier for a state name.

ZIP: (Required entry.) An encoded representation of an area within the United States or its territories.



EXPLANATION OF THE CHANGE USER INFORMATION SCREEN: (Continued)

OFFICE COM: (Required entry.) This is the commercial office phone number where an individual may be reached.

DSN: This is the Defense Switch Network telephone number where an individual may be reached.

FAX COM: This is the facsimile number for the specified organization.

DDN ADDRESS: A communications network designed to meet the specific data communication requirement of the Department of Defense.

**SECTION 18 IDENTIFY APPLICATIONS USING STANDARD DATA**

This function allows users to identify applications that are using one or more standard data elements.

**18.1 SELECT STANDARD DATA ELEMENT FOR APP SCREEN:**

This screen is displayed by selecting option 11 from the DDRS Main Menu.

SELECT STANDARD DATA ELEMENT FOR APP
Standard Data Element Counter ID: (--8--) Version Number (-4-)
Element Name: (-----250----- ----- ----- -----)
F1 = HELP; F3 = SAVE to continue

**Actions:**

Press the (F1) key to display help text.

Press the (F3) key to verify input and continue.

## 18.2 SELECT APPLICATION ID

This screen allows you to select an application to associate with the chosen element.

SELECT APPLICATION ID
Application ID: (----8----
Application Name: (-----100----- -----)
Current Element Counter: (----8-----)
Version Number: (--4--)
 F1 = HELP; F3 = SAVE to continue: F8/F2 = LIST APP F8/F3 = DESCRIPT; F8/F4 = VIEW APP (current associations) F8/F5 = PREV PAGE; F8/F6 = DEL APP Association

### Actions:

Press the (F1) key to display help text.

Press the (F3) key to SAVE and continue.

Press the (F6) key to CANCEL.

Press the (F8/F2) key to list all the Applications which have been identified in the DDRS.

Press the (F8/F3) key to display a description of the Application.

Press the (F8/F4) key to display the Applications which are already associated with the chosen element.

Press the (F8/F5) key to go to the previous page.

Press the (F8/F6) key to delete the association between the application and the chosen element.  
You must be in the same group as the user who created the association in order to delete it.

EXPLANATION OF SELECT APPLICATION ID SCREEN:

APPLICATION ID: The unique identifier for an individual application where the first two digits signify the source of the data and the last six are a sequential number within the group identified as being the source.

APPLICATION NAME: The full descriptive name for the application.

CURRENT ELEMENT COUNTER ID: The counter ID of the element being associated with the application(s). This ID is displayed for reference only. Return to Select Standard Data Element for App Screen to identify a new element.

VERSION NUMBER: The version number of the element being associated with the application(s). This is displayed for reference only. Return to Select Standard Data Element for App Screen to identify a new element.

18.3 APPLICATIONS SCREEN:

This screen is displayed when the F8/F2 = LISTAPP key is pressed from the Select Application ID screen.

APPLICATIONS
Dynamic List based on dictionary contents

Highlight your selection or use F2 = MARK; F8/F2 = PROCESS;  
F8/F3 = DESCRIPT

**Actions:**

Highlight your selection and press RETURN to populate the Select Application ID screen with the chosen application. NOTE: If the Application Name you have highlighted is not unique in the database, you will be further prompted for which application ID to use.

Press the (F2) key to MARK applications.

Press the (F1) key to display help text.

Press the (F6) key to return to the Select Application ID screen.

Press the (F8/F2) key to associate all MARKED applications with the chosen element.

Press the (F8/F3) key to display a description of the highlighted application.

#### 18.4 CURRENTLY ASSOCIATED APPLICATIONS SCREEN:

This screen is displayed when the F8/F4 = VIEWAPP key is pressed from the Select Application ID screen.

CURRENTLY ASSOCIATED APPLICATIONS
. . Dynamic List based on dictionary contents . .

F1 = HELP;   F2 = MARK;   F8/F2 = DELETE;   F8/F3 = DESCRIPT;  
F8/F5 = PREVPAGE

#### Actions:

Highlight your selection and press RETURN to populate the Select Application ID screen with the chosen application. NOTE: If the Application Name you have highlighted is not unique in the database, you will be further prompted for which application ID to use.

Press the (F2) key to MARK applications.

Press the (F1) key to display help text.

Press the (F6) key to return to the Select Application ID screen.

Press the (F8/F2) key to delete all MARKED application associations with the chosen element.

Press the (F8/F3) key to display a description of the highlighted application.

Press the (F8/F5) key to return to the Select Application ID screen.

**SECTION 19 PRIME WORD NAME PROCESS**

The Prime Word Name Process Menu will be accessed by selecting the option from the DDRS Main Menu.

Prime Word Name Process Menu

1. Develop Prime Word Name
2. Change Prime Word Name
3. Delete Prime Word Name
4. Submit Prime Word Name for Review
5. Add/Update/Delete Using Models

Highlight the desired option and press RETURN.

### 19.1 DEVELOP PRIME WORD NAME

The purpose of this screen is to begin to define a prime word name. User login ids with an access level of 'CD', 'FD', or 'AD' may develop a developmental prime word name.

DEVELOP PRIME WORD NAME	(Page 1)
Prime Word Name: (-----170-----	
-----	
-----)	
F3 = Save to continue; F8/F1 = Clr Form; F8/F2 = List PWN F8/F3 = Add/Update/Delete Using Models	

#### Actions:

Press the (RETURN) key to proceed to the next entry line.

Press the (F1) key for HELP.

Press the (F3) key to SAVE and continue

Press the (F6) key to CANCEL and return to the Prime Word Name Process Menu.

Press the (F8/F1) key to CLEAR the form.

Press the (F8/F2) key to display a list of prime word names.

Press the (F8/F3) key to add, update, or delete using models.



**EXPLANATION OF THE FIRST PAGE OF THE DEVELOP PRIME WORD NAME SCREEN:**

PRIME WORD NAME: A 170 character field consisting of A-Z and “ \_ ”.

## 19.2 DEVELOP PRIME WORD NAME

The purpose of this screen is to continue to define a prime word name.

Develop Prime Word Name (Page 2)		
Prime Word Name: (-----170-----)		
-----		
-----)		
Version Nbr: (-4-)	Counter ID: (-9-)	Prime Word Status: (-1-)
Functional Area ID: (-3-)	Prime Word Steward: (-10-)	
F3 = SAVE to continue; F8/F1 = CLR FORM; F8/F3 = Add/Update/Delete Using Models;		

### Actions:

Press the (RETURN) key to proceed to the next entry line.

Press the (F2) key for CHOICES.

Press the (F3) key to SAVE and continue.

Press the (F6) key to CANCEL and return to the Prime Word Name Process Menu.

Press the (F8/F1) key to CLEAR the form.

Press the (F8/F2) key to display a list of prime word names.

Press the (F8/F3) key to add, update, or delete using models.

EXPLANATION OF THE FIRST PAGE OF THE DEVELOP PRIME WORD NAME SCREEN:

PRIME WORD NAME: A 170 character field consisting of A-Z and "-".

VERSION NBR: An integer denoting the current version of the prime word name.

COUNTER ID: A unique counter ID automatically generated for each prime word name.

PRIME WORD STATUS: This field represents the standardization status of the prime word name. Possible values are:

- A - Approved
- C - Candidate
- D - Developmental
- R - Disapproved
- X - Archived

FUNCTIONAL AREA ID: The 3 character ID of the functional area of responsibility that the Prime Word Name falls under.

PRIME WORD STEWARD: A 10 character field containing the steward name.

19.3 DEVELOP PRIME WORD NAME, PAGE 3

The purpose of this screen is to continue to define a prime word name.

Develop Prime Word Name (Page 3)
Prime Word Definition: (-----999----- ----- ----- -----)
F3 = Save to continue; F8/F1 = CLR FORM; F8/F3 = Add/Update/Delete Using Models; F8/F5 = PREVPAGE

Actions:

Press the (RETURN) key to proceed to the next entry line.

Press the (F3) key to SAVE and continue.

Press the (F6) key to CANCEL and return to the Prime Word Name Process Menu.

Press the (F8/F1) key to CLEAR the form.

Press the (F8/F3) key to add, update, or delete using models.

Press the (F8/F5) key to return to the previous page.

EXPLANATION OF THE SECOND PAGE OF THE DEVELOP PRIME WORD NAME SCREEN:

PRIME WORD DEFINITION: The definition of the prime word name. The definition can be up to 999 characters.

19.4 DEVELOP PRIME WORD NAME, PAGE 4

The purpose of this screen is to continue to define a prime word name.

Develop Prime Word Name (Page 4)
Comment Text: (-----999-----)
-----
-----
-----)
F3 = Save to continue; F8/F1 = CLR FORM; F8/F3 = Add/Update/Delete Using Models; F8/F5 = PREVPAGE

**Actions:**

Press the (RETURN) key to proceed to the next entry line.

Press the (F3) key to SAVE and continue.

Press the (F6) key to CANCEL and return to the Prime Word Name Process Menu.

Press the (F8/F1) key to CLEAR the form.

Press the (F8/F3) key to add, update, or delete using models.

Press the (F8/F5) key to return to the previous page.

EXPLANATION OF THE THIRD PAGE OF THE DEVELOP PRIME WORD NAME SCREEN:

COMMENT TEXT: A 999 character field containing comments regarding the prime word name.

### 19.5 CHANGE PRIME WORD NAME

This screen is displayed when Change Prime Word Name is selected from the Prime Word Name Process Menu. User login ids with an access level of 'FD' or 'AD' can change any prime word name that are in a 'D' or 'C' status. User login ids with an access level of 'CD' can change prime word names with a status code of 'D'.

Select Prime Word Name	
Counter ID: (-9-)	Version Nbr: (-4-)
Prime Word Name: (-----170-----)	
-----	
-----)	
F3 = SAVE to continue; F8/F1 = CLR FORM; F8/F2 = LIST PWN; F8/F3 = Add/Update/Delete Using Models;	

The continuation screens will be the same screens used in creating a Prime Word Name, starting from page 2 of the Develop Prime Word Name screen.

#### Actions:

Press the (F3) key to SAVE and continue.

Press the (F6) key to CANCEL and return to the Prime Word Name Process Menu.

Press F8/F1 to CLEAR the form.

Press F8/F2 to LIST available PWNs.

Press F8/F3 to add, update, or delete using models.

EXPLANATION OF THE CHANGE PRIME WORD NAME SCREEN:

COUNTER ID: A unique counter ID automatically generated for each prime word name.

VERSION NBR: An integer denoting the current version of the prime word name.

PRIME WORD NAME: A 170 character field consisting of A-Z and "-".

PRIME WORD STEWARD: A 10 character field containing the steward name.

19.6 DELETE PRIME WORD NAME

User login ids with an access level of the creator can delete prime word names with a status of 'D' or 'R'.

(Refer to Section 9 - Delete Element/PWN)

19.7 SUBMIT PRIME WORD NAME

User login ids with an access level of 'FD' or 'AD' will submit all prime word names for review.

(Refer to Section 10 - Submit Element/PWN for Approval)

### 19.8 ADD PRIME WORD USING MODEL

The purpose of this screen is to add a prime word using model. User login ids with an access level of 'CD', 'FD', or 'AD' can add prime word using model.

Add Prime Word Using Model	
Prime Word Name:	(-----170----- ----- -----)
Version Nbr: (-4-)	Counter ID: (--9--)
Using Model:	(-----140----- -----)
F3 = SAVE to continue; F6 = CANCEL	

#### Actions:

Press the (F3) to SAVE and continue.

Press the (F6) key to CANCEL and return to the previous menu.

#### EXPLANATION OF THE ADD PRIME WORD USING MODEL SCREEN:

PRIME WORD NAME: A 170 character field consisting of A-Z and "-".

VERSION NBR: An integer denoting the current version of the prime word name.

COUNTER ID: A unique counter ID automatically generated for each prime word name.

USING MODEL: Identifies the model to which a prime word name is associated.



19.9 UPDATE PRIME WORD USING MODEL

The purpose of this screen is to update a prime word using model. Only the person who created prime word using models can change the model entered.

Update Prime Word Using Model	
Prime Word Name:	
(-----140----- -----)	
Version Nbr: (-4-)	Counter ID: (--9--)
Using Model:	
(-----140----- -----)	
F3 = SAVE to continue; F6 = CANCEL	

**Actions:**

Press the (F3) to SAVE and continue.

Press the (F6) key to CANCEL and return to the previous menu.

EXPLANATION OF THE UPDATE PRIME WORD USING MODEL SCREEN:

PRIME WORD NAME: A 170 character field consisting of A-Z and "-".

VERSION NBR: An integer denoting the current version of the prime word name.

COUNTER ID: A unique counter ID automatically generated for each prime word name.

USING MODEL: Identifies the model to which a prime word name is associated.

19.10 DELETE PRIME WORD USING MODEL

The purpose of this screen is to delete a prime word using model. Only the person who created prime word using models can delete the model entered.

Delete Prime Word Using Model	
Prime Word Name:	(-----170-----)
-----)	
Version Nbr: (-4-)	Counter ID: (--9--)
Using Model:	
	(-----140-----)
-----)	
F3 = SAVE to continue; F6 = CANCEL	

## Actions:

Press the (F3) to SAVE and continue.

Press the (F6) key to CANCEL and return to the previous menu.

EXPLANATION OF THE DELETE PRIME WORD USING MODEL SCREEN:

PRIME WORD NAME: A 170 character field consisting of A-Z and "-".

VERSION NBR: An integer denoting the current version of the prime word name.

COUNTER ID: A unique counter ID automatically generated for each prime word name.

USING MODEL: Identifies the model to which a prime word name is associated.

## **SECTION 20      STARTER SET DATA ELEMENTS**

The Starter Set Data Elements menus are explained in the document entitled, "DoD Starter Set of Data Elements User Manual".

## **APPENDIX H**

### **DDRS BATCH DATA LOAD TRANSMITTAL FORM**

---

## APPENDIX H

DDRS Load Request				
Submitted by:			Date:	
Organization:			Telephone:	
Location:			Group ID:	
Files received on (check one):			Check files included in batch:	
Qty	Transfer Medium	✓	File Name	✓
	ASCII 9-track, 1600/6250 BPI tape		FORMAT1	
	UNIX 9-track, 1600/6250 BPI tape		FORMAT2	
	EBCDIC 9-track, 1600/6250 BPI tape		FORMAT3	
	ASCII 5¼" high density diskette (DOS or UNIX)		FORMAT4	
	ASCII 5¼" low density diskette (DOS or UNIX)		FORMAT5	
	ASCII 3½" high density diskette (DOS)		FORMAT6	
	ASCII 3½" low density diskette (DOS)		FORMAT7	
	ASCII ¼" Tape Cartridge (UNIX/ASCII) CPIO format		FORMAT8	
	DDN using FTP		FORMAT9	
Send to: DDRS System Administrator DISA/CFSW Data Administration 5600 Columbia Pike Falls Church, VA 22041 (703) 681-2177, 2135, or 2152			FORMAT11	
			FORMAT13	
			FORMAT14	
			FORMAT15	
			FORMAT16	

**APPENDIX I**  
**BATCH INPUT FORMATS AND INSTRUCTIONS**

---

## APPENDIX I

The following paragraphs outline the functionality of the DDRS Batch Load facility. The remainder of the Appendix documents the format used by each of the Batch Load programs.

Batch Load is a way of inputting large numbers of elements into the DDRS as developmental elements, where the data for the element already exists in another dictionary, database or file. The input files containing the elements will be fixed format files containing the same data that a user would key into the online system (i.e., element name, definition text, domain definition text, length, generic element name, element owner/creator, etc.) The Batch Load program will establish the Counter ID, initialize the version to a value of 001, initialize all date fields (mod-date, approve-date, etc.) to blanks, set the create-date to current-date, etc.

The Batch Load will allow for the separate load of element attributes and the element data values. The element can be created online and its attributes loaded through Batch Load. Once the element is loaded, the owner/creator will go into the online system, verify the element, make any changes required and submit the element for review and approval.

### Edits

The Batch Load program will perform all edits that are performed by the online system. The required fields are identified in each format and the transactions will fail if the required fields are not included. The required fields with an asterisk next to them may be required depending on the type and domain of the data element being entered. Characteristics of elements are subject to the same restrictions as when entered individually: e.g. generic elements must be approved, element names must be valid and may not be duplicates, prime words must be in the prime word table, abbreviations must contain valid characters and may not be duplicates, definitions must contain valid characters, low-range values must be less than high-range values, etc.

### Reports

There are three (3) reports that will be generated by each of the Batch Load programs. The first is a database update report which lists the name of the element and the Counter ID assigned to the element. The second is an error report listing each input record that had an error by sequence number on input file, the element name and a message for each of the errors encountered. The third report generated is a summary report of the total number of input records read, the total number of elements added to the database, and the total number of elements rejected with errors (the number of records, not the total number of errors).

**BATCH FORMATS**

A batch load program exists for each of the following functions:

**FORMAT 1:** Use this format to enter a new developmental generic element and associated attributes.

**FORMAT 2:** Use this format to add qualitative domain values and definitions to a qualitative generic data element in developmental status. Enter 0001 for the version number.

**FORMAT 3:** Use this format to add quantitative domain values and definitions to a quantitative generic element in a developmental status. Enter 0001 for the version number.

**FORMAT 4:** Use this format to enter a new developmental standard data element that is quantitative or qualitative in nature. The standard data element's associated generic element must be in the DDRS in an approved status.

**FORMAT 5:** Use this format to add qualitative domain values and definitions to a qualitative data element in developmental status. Enter 0001 for the version number.

**FORMAT 6:** Use this format to add quantitative domain values and definitions to a quantitative data element in developmental status. Enter 0001 for the version number.

**FORMAT 7:** Use this format to add a non standard data element to a standard element.

**FORMAT 8:** Use this format to add qualitative domain values and definitions to a qualitative non standard data element. Enter 0001 for the version number.

**FORMAT 9:** Use this format to add quantitative domain values and definitions to a quantitative non standard data element.

**FORMAT 10:** Not used in this release.

**FORMAT 11:** Use this format to add Automated Information Software Systems Information to a standard data element. Enter 0001 for the version number.

**FORMAT 12:** Not used in this release.

**FORMAT 13:** Use this format to add Prime Word Name Information.

**FORMAT 14:** Use this format to add Prime Word Name Information using models.

**FORMAT 15:** Use this format to enter new application data or update existing application data from DIST.

**FORMAT 16:** Use this format to enter new Standard/Non Standard Relationships.



**Format 1 - Generic Element File Format**

Element Type	Field Name	Start Pos	End Pos	Size	Field Descriptive Name	Valid Values/Comments
Generic Data Element	GE_NM	1	80	80	Generic Data Element Name	Required
		81	82	2		
	CLASS_CAT_NM	83	112	30	Generic Element class name category	Required
		113	113	1		
	GE_CREATOR_ID	114	121	8	Generic Element Creator User Identifier	Required
	GE_TYP_NM	122	137	16	Generic Element Data Type Name	Required
	GE_STD_AUTH_ID	138	141	4	Generic Element Standardization Authority Identifier	Required
	GE_AUTH_DOC	142	1140	999	Generic Element Authority Reference Text	
	GE_MX_CHAR_QQY	1141	1144	4	Generic Element Maximum Character Count Quantity	Required
	GE_JUST_CAT	1145	1151	7	Generic Element Justification Category	Required
	GE_SCTY_CLSN_CD	1152	1176	25	Generic Element Security Classification Code	Required
	GE_SRCL_TX	1177	2175	999	Generic Element Domain Value Source List Text	Required*

**Format 1 - Generic Element File Format (continued)**

GE_DEFN_TX	2176	3174	999	Generic Element Definition Text	Required
GE_DOM_DEFN_TX	3175	4173	999	Generic Element Domain Definition Text	Required
GE_LOW_RNG_ID	4174	4193	20	Generic Element Quantitative Low Range Identifier	Required*
GE_HI_RNG_ID	4194	4213	20	Generic Element Quantitative High Range Identifier	Required*
GE_SCALE_NR	4214	4215	2	Generic Element Quantitative Decimal Place Count Quantity	Required*
GE_CMT_TXT	4216	5214	999	Generic Element Comment Text	
GE_ABBRD_NM	5215	5232	18	Generic Element Abbreviated Name	Required

Format 2 - Generic Data Element Qualitative Information						
Element Type	Field Name	Start Pos	End Pos	Size	Field Descriptive Name	Valid Values/Comments
Generic Data Element	GE_NM	1	80	80	Generic Data Element Name	Required
	GE_VER_NR	81	84	4	Generic Data Element Version Number	Required
	GE_DOM_VAL_ID	85	119	35	Generic Data Element Domain ID	Required
	GE_DOM_VAL_DEFN_TX	120	1118	999	Generic Data Element Domain Value Def text	Required

Format 3 - Generic Data Element Quantitative Information						
Element Type	Field Name	Start Pos	End Pos	Size	Field Descriptive Name	Valid Values/Comments
Generic Data Element	GE_NM	1	80	80	Generic Data Element Name	Required
	GE_VER_NR	81	84	4	Generic Data Element Version Number	Required
	GE_DOM_VAL_ID	85	119	35	Generic Data Element Domain ID	Required
	GE_DOM_VAL_DEFN_TX	120	1118	999	Generic Data Element Domain Value Def text	Required

Format 4 - Standard Data Element						
Element Type	Field Name	Start Pos	End Pos	Size	Descriptive Field Name	Valid Values/Comments
Standard Data Element	GE_NM	1	80	80	Generic Data Element Name	Required
	PWN_NM	81	250	170	SDE Prime Term Name	Required
	SDE_CREATOR_ID	251	258	8	SDE Creator User Identifier	Required
	SDE_MX_CHAR_CQY	259	262	4	SDE Maximum Character Count Quantity	Required
	SDE_PRME_WD_POS_ID	263	264	2	SDE Prime Word Name Position Identifier	Required
	SDE_UNIT_MEASURE_NM	265	294	30	SDE Unit Measure Name	Required for QN
	SDE_ACCESS_NM	295	312	18	SDE Access	Required
	PWN_VER_NR	313	320	8	Prime Word Name Version Number	Required
		321	570	250		
	FUNC_AR_ID	571	573	3	SDE Functional Area Identifier	Required
	SDE_AUTH_DOC	574	1572	999	SDE Authority Reference Text	
	SDE_STD_AUTH_ID	1573	1576	4	SDE Standardization Authority Identifier	Required
	SDE_SCTY_CLSN_CD	1577	1601	25	SDE Security Classification Code	

**Format 4 - Standard Data Element (continued)**

	SDE TIMNESS CAT	1602	1604	3	SDE Timeliness Identifier	
	SDE_SRCL_TX	1605	2603	999	SDE Domain Value Source List Text	Required*
	SDE_DEFN_TX	2604	3602	999	SDE Definition Text	Required
	SDE_DOM_DEFN_TX	3603	4601	999	SDE Domain Definition Text	Required
	SDE_LOW_RNG_ID	4602	4621	20	SDE Quantitative Low Range Identifier	Required*
	SDE_HIGH_RNG_ID	4622	4641	20	SDE Quantitative High Range Identifier	Required*
	SDE_SCALE_NR	4642	4643	2	SDE Quantitative Decimal Place Count Quantity	Required*
	SDE_DOM_VAL_ACR_NR	4644	4646	3	SDE Qualitative Domain Value Accuracy Number Percent	
	SDE_ACRY_ID	4647	4648	2	SDE Quantitative Domain Value Accuracy Identifier	
	SDE_FMLA_DEFN_TX	4649	5647	999	SDE Quantitative Formula Definition Text	Required*
	SDE_CMT_TX	5648	6646	999	SDE Comment Text	
	SDE_DATA_TYP_NM	6647	6642	16	SDE Data Type Name	Required
	SDE_FUNC_ABBV	6663	6694	32	SDE Functional Abbreviation	
	DERIVE_CD	6695	6695	1	SDE Derivation Code	Required

Format 5 - Standard Data Element Qualitative Information						
Element Type	Field Name	Start Pos	End Pos	Size	Field Descriptive Name	Valid Values/Comments
Standard Data Element	SDE_NM	1	250	250	Standard Data Element Name	Required
	SDE_VER_NR	251	254	4	Standard Data Element Version Number	Required
	SDE_DOM_VAL_ID	255	289	35	SDE Qualitative Domain Value ID	Required
	SDE_DOM_VAL_DEFN_TXT	290	1288	999	SDE Qualitative Domain Value Def text	Required

Format 6 - Standard Data Element Quantitative Information						
Element Type	Field Name	Start Pos	End Pos	Size	Field Descriptive Name	Valid Values/Comments
Standard Data Element	SDE_NM	1	250	250	Standard Data Element Name	Required
	SDE_VER_NR	251	254	4	Standard Data Element Version Number	Required
	SDE_DOM_VAL_ID	255	289	35	SDE Quantitative Domain Value Identifier	Required
	SDE_DOM_VAL_DEFN_TX	290	1288	999	SDE Quantitative Domain Value Def text	Required

**Format 7 Non Standard Data Element**

Field Name	Start Pos	End Pos	Size	Descriptive Field Name	Values/Comments	Type
NDE_NM	1	250	250	Non Standard Data Element Name	Required	AN
NAME	251	350	100	Application Name	Required if application ID not entered	AN
APP_U	351	358	8	Application ID	Required if Application Name not specified or not unique	AN
NDE_ACCESS_NAME	359	388	30	Access Name	Required	AN
NDE_DOM_VAL_TYP_ID	389	390	2	Domain Value Type ID	Required if available (QL or QN)	A
	391	504	114	Filler	Blank Fill	
NDE_CREATOR_ID	505	512	8	NDE Creator Identifier	Required	AN
NDE_TIMNESS_CAT	513	515	3	NDE Timeliness Identifier	Optional	AN
NDE_JUST_CAT	516	522	7	NDE Justification Category	Optional	AN
NDE_SRCL_TX	523	1521	999	NDE Domain Value Source List Text	Optional	AN
NDE_MX_CHAR_QQY	1522	1525	4	NDE Maximum Character Count Quantity	Required if available	N
NDE_DOM_DEFN_TX	1526	2524	999	NDE Domain Definition	Optional	AN
NDE_DOM_VAL_ACR_NR	2525	2527	3	NDE Domain Value Accuracy Number Percent	Optional	N

Format 7 Non Standard Data Element (Continued)						
Field Name	Start Pos	End Pos	Size	Descriptive Field Name	Values/Comments	Type
NDE_LOW_RNG_ID	2528	2547	20	NDE Quantitative Low Range ID	Required if available	N
NDE_HI_RNG_ID	2548	2567	20	NDE Quantitative High Range ID	Required if available	N
NDE_SCALE_NR	2568	2569	2	NDE Quantitative Decimal Place Count Quantity	Required if available	N
NDE_ACRY_ID	2570	2571	2	NDE Quantitative Domain Value Accuracy Identifier	Optional	AN
NDE_FMLA_DEFN_TX	2572	3570	999	NDE Quantitative Formula Definition Text	Optional	AN
NDE_DEFN_TX	3571	4569	999	NDE Definition Text	Required if available	AN
	4570	4577	8			
	4578	4595	18			
NDE_UNIT_MEASURE_NM	4596	4625	30	NDE Unit Measure Name	Optional for QN	AN
NDE_SCTY_CLSN_CD	4626	4650	25	NDE Security Classification Code	Optional	AN
NDE_STD_AUTH_ID	4651	4654	4	NDE Standardization Authority ID	Optional	AN
NDE_STWD_NM	4655	4904	250	NDE Steward Name	Optional	AN
NDE_AUTH_DOC	4905	5903	999	NDE Authority Reference Text	Optional	AN
NDE_CMT_TX	5904	6902	999	NDE Comment Text	Optional	AN
NDE_DATA_TYP_NM	6903	6918	16	NDE Data Type Name	Required if available	AN



Format 8 - Non Standard Data Element Quantitative Information							
Field Name	Start Pos	End Pos	Size	Field Descriptive Name	Values/Comments	Type	
NDE_NM	1	250	250	Non Standard Data Element Name	Required	AN	
NAME	251	350	100	Application Name	Required if Application ID not entered	AN	
APP_U	351	358	8	Application ID	Required if Application Name not specified or unique	AN	
Filler	359	504	146	Filler			
NDE_DOM_VAL_ID	505	539	35	NDE Qualitative Domain Value Identifier	Required	AN	
NDE_DOM_VAL_DEFN_TX	540	1538	999	NDE Qualitative Domain Value Def text	Required	AN	

Format 9 - Non Standard Data Element Quantitative Information						
Field Name	Start Pos	End Pos	Size	Field Descriptive Name	Values/Comments	Type
NDE_NM	1	250	250	Non Standard Data Element Name	Required	AN
NAME	251	350	100	Application Name	Required if Application ID not entered	AN
APP_U	351	358	8	Application ID	Required if Application Name not specified or not unique	AN
	359	504	146	Filler		
NDE_DOM_VAL_ID	505	539	35	NDE Quantitative Domain Value Identifier	Required	AN
NDE_DOM_VAL_DEFN_TX	540	1538	999	NDE Quantitative Domain Value Def text	Required	AN

Format 11 - Operational System Information						
Element Type	Field Name	Start Pos	End Pos	Size	Field Descriptive Name	Valid Values/Comments
SDEAPP	SDE_NM	1	250	250	Standard Data Element Name	Required
	SDE_VER_NR	251	254	4	Standard Data Element Version Number	Required
	NAME	255	354	100	Application Name	Required if Application ID not entered
	APP_U	355	362	8	Application ID	Required if Application Name not specified or not unique
	CREATOR_ID	363	370	8	Creator ID	Required

Format 13 - Prime Word Name Information						
Element Type	Field Type	Start Pos	End Pos	Size	Field Description Name	Valid Value/Comments
	PWN NM	1	170	170	Prime Word Name	Required
	PWN STWD NM	171	180	10	Prime Word Name Steward Name	Required
	PWN DEFN TX	181	1179	999	Prime Word Name Definition	Required
	PWN CREATOR ID	1180	1187	8	Prime Word Name Creator ID	Required
	FUNC AR ID	1188	1190	3	Functional Area ID	Required
	PWN CMT TX	1191	2189	999	Prime Word Name Comment Text	

Format 14 - Prime Word Name Information Using Models						
Element Type	Field Name	Start Pos	End Pos	Size	Field Description Name	Valid Value/Comments
	PWN_NM	1	170	170	Prime Word Name	Required
	PWN_USING_MODELS	171	310	140	Prime Word Name Using Proponent Model Name	Required
	PWN_VER_NR	311	314	4	Prime Word Name Version Number	Required
	CREATOR_ID	315	322	8	Using Model Creator ID	Required

Format 15* - DIST Applications and Application Characteristics						
Element Type	Field Name	Start Pos	End Pos	Size	Field Description Name	Valid Value/Comments
	APP U	--	--	8	Application ID	Required
	ACRONYM	--	--	30	Application Acronym	
	NAME	--	--	100	Application Name	
	DESCRIPT	--	--	2000	Application Description	
	VERSION NO	--	--	10	Application Version Number	
	SW SEC CL	--	--	8	Application Classification	
	HW SEC CL	--	--	8	Hardware Classification	
	TCB_CLASS	--	--	2	Trusted Computing Base Classification	
	COB IND	--	--	1	CONUS/OCONUS/Both	
	NO USERS	--	--	INT	Number of Users	
	NO SITES	--	--	INT	Number of Sites	
	XACT_TYPE	--	--	8	Batch/Interactive/Either	
	PRIV ACT	--	--	1	Privacy Act Data [T/F]	
	DEV_BY_CON	--	--	1	App Developed by Contractor [T/F]	
	MNT_BY_CON	--	--	1	App Maintained by Contractor [T/F]	
	SOURCE_CD	--	--	6	Source Code of Data about the App	
	CR DATE	--	--	DATE	Data Creation Date	
	CR_BY	--	--	8	Login ID of the person who created this information	

Format 15* - DIST Applications and Application Characteristics (continued)						
Element Type	Field Name	Start Pos	End Pos	Size	Field Description Name	Valid Value/Comments
	CHG_BY	--	--	8	Login ID of the person who last changed this information	
	CHG_DATE_TIME	--	--	DATE TIME	The date and time on which data was last changed	

\* Format 15 is a pipe '|' delimited file. The size column indicates maximum length. Character fields must not have embedded new line characters.

Format 16 - Standard/Non Standard Relationships						
Element Type	Field Name	Start Pos	End Pos	Size	Field Description Name	Valid Value/Comments
NDE SDE	NDE_NM	1	250	250	Non Standard Data Element Name	Required if NDE Counter not entered
	NDE_COUNTER	251	258	8	Non Standard Data Element Counter ID	Required if NDE Name and Application/ID not specified
	SDE_NM	259	508	250	Standard Data Element Name	Required if SDE Counter not entered
	SDE_COUNTER	509	516	8	Standard Data Element Counter ID	Required if SDE Name not entered
	SDE_VER_NR	517	520	4	Standard Data Element Version Number	Required
	NAME	521	620	100	Application Name	Required if NDE Counter and Application ID are not specified
	APP_U	621	628	8	Application ID	Required if Application Name and NDE Counter not specified or Application Name not unique
	CREATOR ID	629	636	8	Relationship Creator ID	Required



**APPENDIX J**  
**ERROR MESSAGES**

---

This Appendix contains a list of all DDRS system error and informational messages.

### **CHOICES MENU NOT FOUND**

DEFINITION:

Menu file is missing.

USER ACTION:

Notify the DDRS Administrator.

### **DATABASE ERROR**

DEFINITION:

An Oracle error has occurred.

USER ACTION:

Contact DDRS Administrator.

### **ERROR**

DEFINITION:

Cannot open temp file for sub-menu.

USER ACTION:

Contact DDRS Administrator.

### **ERROR**

DEFINITION:

SDE Counter Missing

USER ACTION:

Enter a SDE counter ID.

### **ERROR**

DEFINITION:

SDE Version Number Missing

USER ACTION:

Enter a SDE version number.

### **ERROR**

DEFINITION:

Cannot open choices file!

USER ACTION:

Contact DDRS Administrator.

**ERROR**

DEFINITION:

Formula Definition text is required for non-atomic elements.

USER ACTION:

Enter formula definition text.

**ERROR - ACCESS DENIED**

DEFINITION:

YOU DO NOT HAVE ACCESS TO THIS SYSTEM. ACCESS DENIED.

USER ACTION:

Contact DDRS Administrator.

**ERROR - APPROVAL INFORMATION REQUIRED**

DEFINITION:

The element review status must be entered for you to continue.

USER ACTION:

Enter element review status.

**ERROR - ACCESS DENIED**

DEFINITION:

You do not have access to this function. Access Denied.

USER ACTION:

If you require a change in access level, contact DDRS Administrator.

**ERROR - ACCESS DENIED**

DEFINITION:

You do not have the authority to approve any element/PWN. ACCESS DENIED.

USER ACTION:

None.

**ERROR - ACCESS NAME EXISTS**

DEFINITION:

The access name specified for the standard data element already exists in the database.

USER ACTION:

Choose another access name.

**ERROR - ACCESS NAME REQUIRED**

DEFINITION:

An Access Name is required.

USER ACTION:

Provide an Access name.

**ERROR - AN ACCESS NAME REQUIRED**

DEFINITION:

An access name is required for the standard data element.

USER ACTION:

Enter an access name.

**ERROR - APP INFORMATION NOT FOUND**

DEFINITION:

Application Information entered not found in query.

USER ACTION:

None.

**ERROR - APP BY SDE INFORMATION REQUIRED**

DEFINITION:

A counter, or name with status code is required to continue.

USER ACTION:

Enter a counter id or name and status code.

**ERROR - APPLICATION DOES NOT EXIST**

DEFINITION:

Application does not exist in the database.

USER ACTION:

Try another Application ID/Name.

**ERROR - APPROVAL ACCESS DENIED**

DEFINITION:

You do not have the correct group id to approve a this element/PWN.

USER ACTION:

None.

**ERROR - APPROVED, CANDIDATE, ARCHIVED**

DEFINITION:

You are not allowed to change an element in approved, archived or candidate status.

USER ACTION:

None.

**ERROR - ASSOCIATION EXISTS**

DEFINITION:

Counter ID: XXXXXXXXX, Version: XXXX is already associated with [Application Name]

USER ACTION:

Select another element or application.

**ERROR - ATTRIBUTE INFORMATION REQUIRED**

DEFINITION:

Relevant attribute information required. This information is the functional area id derivation code, maximum character count, and steward name.

USER ACTION:

Enter relevant attribute information.

**ERROR - BATCH LOAD ACCESS DENIED**

DEFINITION:

YOU DO NOT HAVE ACCESS TO THE SYSTEM ADMINISTRATION. ACCESS DENIED.

USER ACTION:

None.

**ERROR - CLASS NAME IN PRIME TERM**

DEFINITION:

A class name has been used in the prime term.

USER ACTION:

Do not use a class name in the prime term.

**ERROR - CANDIDATE/APPROVED ELEMENT/PWN**

DEFINITION:

A Candidate or Approved Element/PWN cannot be deleted

USER ACTION:

None.

**ERROR - CANNOT CHANGE APPROVED PWN**

DEFINITION:

[PWN] is an Approved Prime Word Name and cannot be changed. Future DDRS releases may support multiple versions of Prime Word Names.

USER ACTION:

None.

**ERROR - CANNOT COMPARE TWO GE VERSIONS**

DEFINITION:

No versions to compare.

USER ACTION:

None.

**ERROR - CANNOT COMPARE TWO PWN VERSIONS**

DEFINITION:

No versions to compare.

USER ACTION:

None.

**ERROR - CANNOT COMPARE TWO SDE VERSIONS**

DEFINITION:

No versions to compare.

USER ACTION:

None.

**ERROR - CANNOT SELECT NSDE**

DEFINITION:

A non standard data element cannot be chosen while the action type is "ADD".

USER ACTION:

Change action type to "UPDATE".

**ERROR - CLASS NAME NEEDED**

DEFINITION:

A class name is required to continue.

USER ACTION:

Press F8/F2 for listing.

**ERROR - CLASS NAME NOT FOUND**

DEFINITION:

Class name entered is not found.

USER ACTION:

Enter a valid class name.

**ERROR - COUNT LESS THAN DECIMAL COUNT**

DEFINITION:

The maximum character count quantity can not be less than the decimal place count quantity for this element.

USER ACTION:

Enter a valid maximum character count quantity.

**ERROR - CURRENT USERS/GROUP SUB MENU**

DEFINITION:

An error was encountered when attempting to create a sub-menu for current users or current groups.

USER ACTION:

Contact DDRS Administrator.

**ERROR - DATA NOT PROPERLY ENTERED**

DEFINITION:

NEITHER data has been entered properly NOR data has been entered at all.

USER ACTION:

Please enter EITHER counter and version number OR name and version number before using any FUNCTION key except F8/F2 to go to the MENU from Element Type field.

**ERROR - DATABASE NOT FOUND**

DEFINITION:

Oracle is down.

USER ACTION:

Contact DDRS Administrator.

**ERROR - DATE FIELDS**

DEFINITION:

If searching by date, both Date Fields must be entered.

USER ACTION:

Enter both date fields.

**ERROR - DATE FIELDS**

DEFINITION:

The ending date of the search cannot precede the beginning date.

USER ACTION:

Enter valid dates.

**ERROR - DATE FIELDS**



DEFINITION:

Date Fields not applicable to Non Standard Data Element

USER ACTION:

Change element type field or do not enter dates.

**ERROR - DEFINITION TEXT REQUIRED**

DEFINITION:

Definition text is required.

USER ACTION:

Enter definition text.

**ERROR - DELETE PERMISSION DENIED**

DEFINITION:

Only access levels CD, FD, and AD may delete Generic, Standard, or Non-standard Data Elements

USER ACTION:

Contact your functional data administrator.

**ERROR - DELETE PERMISSION DENIED**

DEFINITION:

You must be the creator or a member of the creator's group to delete this Using Model.

USER ACTION:

None.

**ERROR - DOMAIN DEFINITION TEXT REQUIRED**

DEFINITION:

Domain definition text is required.

USER ACTION:

Enter domain definition text.

**ERROR - DOMAIN VALUE EXISTS**

DEFINITION:

Domain value already exists.

USER ACTION:

Select change instead of create.

**ERROR - DOMAIN VALUE EXISTS**

DEFINITION:

Domain value already exists.

USER ACTION:

None.

**ERROR - ELEMENT EXISTS**

DEFINITION:

Element with the same Name and same Application ID already exists.

USER ACTION:

Change action type to "UPDATE" instead of "ADD" or choose another element name.

**ERROR - ELEMENT/PWN HAS BEEN VIEWED**

DEFINITION:

Element/PWN has been reviewed.

USER ACTION:

None.

**ERROR - ELEMENT/PWN PERMISSION**

DEFINITION:

You do not have the authority to approve a disputed element/PWN.

USER ACTION:

None.

**ERROR - EXCEEDED MAXIMUM CHARACTER COUNT**

DEFINITION:

The high/low range or decimal place count quantity exceeds the maximum character count.

USER ACTION:

Enter valid data.

**ERROR - ELEMENT CURRENTLY UPDATED**

DEFINITION:

The element selected is currently being updated and the name is no longer the valid.

USER ACTION:

Query for new name and try again later.

**ERROR - ELEMENT PERMISSION**

DEFINITION:

You do not have the authority to approve a disputed element.

USER ACTION:

None.

**ERROR - EXCEEDED MAXIMUM CHARACTER COUNT**

DEFINITION:

The maximum character count for the standard data element exceeds the maximum character count of the generic element.

USER ACTION:

Enter a valid maximum character count.

**ERROR - FUNCTIONAL AREA IDS REQUIRED**

DEFINITION:

Functional area IDs required to continue.

USER ACTION:

Enter a Functional Area ID.

**ERROR - GE APPROVAL ACCESS DENIED**

DEFINITION:

You do not have the authority to approve a generic element.

USER ACTION:

None.

**ERROR - GE AUDIT INFORMATION REQUIRED**

DEFINITION:

Either an abbreviated name, element name or counter is required to continue audit.

USER ACTION:

Enter required information.

**ERROR - GENERIC ELEMENT EXISTS**

DEFINITION:

A generic element with the name entered currently exists.

USER ACTION:

Enter another name.

**ERROR - GROUP CANNOT APPROVE**

DEFINITION:

No user in the current user's group has the authorization to approve an element of this type. The element cannot be submitted until an authorized user is available to approve or disapprove the element.

USER ACTION:

Contact your functional data administrator.

**ERROR - GENERIC ELEMENT DOES NOT EXIST**

DEFINITION:

Generic element does not exist.

USER ACTION:

None.

**ERROR - GENERIC/DATA INFO NOT FOUND**

DEFINITION:

Generic/Data query information entered is not found.

USER ACTION:

None.

**ERROR - HIGH RANGE**

DEFINITION:

High range ID is required.

USER ACTION:

Enter a high range.

**ERROR - HIGH RANGE EXCEEDS MAX CHAR**

DEFINITION:

The standard data element high range exceeds the max character count.

USER ACTION:

Enter a valid high range id.

**ERROR - HIGH RANGE TOO HIGH**

DEFINITION:

The standard data element high range is greater than the generic element high range.

USER ACTION:

Enter a valid high range id.

**ERROR - INCORRECT DOMAIN TYPE ID**

DEFINITION:

The class name entered does not have the same domain type as the original class name.

USER ACTION:

Enter valid a class name.

**ERROR - INFORMATION REQUIRED**

DEFINITION:

Element name, counter number and version number is required.

USER ACTION:

Enter an element name, counter number and version number.

**ERROR - INFORMATION REQUIRED**

DEFINITION:

Counter number or element/PWN name must be entered to continue.

USER ACTION:

Enter Counter ID or element/PWN name.

**ERROR - INFORMATION REQUIRED**

DEFINITION:

All information for this page is required. Cannot continue until all information is entered.

USER ACTION:

Enter all information.

**ERROR - INFORMATION REQUIRED**

DEFINITION:

A prime term, and generic element name is required for the standard data element. You cannot continue until a valid prime term and generic element is entered.

USER ACTION:

Enter a valid prime term and generic element.

**ERROR - INVALID CLASS NAME POSITION**

DEFINITION:

No words can follow the class name.

USER ACTION:

Do not enter words after the class word.

**ERROR - INVALID COUNTER**

DEFINITION:

Invalid counter entered.

USER ACTION:

Enter a valid counter ID.

**ERROR - INVALID COUNTER NUMBER**

DEFINITION:

Invalid counter number entered.

USER ACTION:

Enter a valid counter ID.

**ERROR - INVALID DECIMAL COUNT QUANTITY**

DEFINITION:

Decimal quantity count required or is not a valid number.

USER ACTION:

Enter a valid decimal count quantity.

**ERROR - INVALID FUNCTIONAL AREA ID**

DEFINITION:

You do not have functional responsibility for this Prime Word Name.

USER ACTION:

None.

**ERROR - INVALID GENERIC ELEMENT ENTERED**

DEFINITION:

Invalid generic element entered.

USER ACTION:

Enter a valid generic element.

**ERROR - INVALID GROUP**

DEFINITION:

You do not belong to the correct group to submit the element.

USER ACTION:

None.

**ERROR - INVALID HIGH/LOW RANGE**

DEFINITION:

Invalid high/low range ids entered.

USER ACTION:

Enter a valid range.

**ERROR - INVALID NAME**

DEFINITION:

Invalid name entered.

USER ACTION:

Enter a valid name.

**ERROR - INVALID NAME ENTERED**

DEFINITION:

Invalid element/PWN name entered.

USER ACTION:

Enter a valid name.

**ERROR - INFORMATION FOR CLASS NAME NOT FOUND**

DEFINITION:

Generic element information for class name entered is not found.

USER ACTION:

None.

**ERROR - INFORMATION MISSING**

DEFINITION:

Either user/group ID, subject and/or actual message is/are missing.

USER ACTION:

Please enter the necessary information which includes user/group ID, subject of the message, and actual message.

**ERROR - INFORMATION REQUIRED**

DEFINITION:

Application ID, name, and action information required.

USER ACTION:

Enter all required information.

**ERROR - INVALID ACCURACY PERCENT**

DEFINITION:

Invalid accuracy number percent entered. Number must be between 1 and 100.

USER ACTION:

Enter valid number.

**ERROR - INVALID ACCURACY PERCENT**

DEFINITION:

Invalid accuracy number percent entered. Number must be between 1-100.



USER ACTION:

Enter a valid accuracy number percent.

**ERROR - INVALID APPLICATION**

DEFINITION:

The Application specified does not exist in the database.

USER ACTION:

Choose another application.

**ERROR - INVALID APPLICATION ID**

DEFINITION:

The Application ID/Name entered does not exist in the database.

USER ACTION:

Enter a valid Application ID or Name.

**ERROR - INVALID CLASSNAME ENTERED**

DEFINITION:

An invalid class name was entered.

USER ACTION:

Press F8/F2 for listing.

**ERROR - INVALID DATE**

DEFINITION:

Valid years are from 0000 to 1999.

USER ACTION:

Enter a year in the valid range.

**ERROR - INVALID DATE**

DEFINITION:

Valid months are from 01 to 12.

USER ACTION:

Enter a month in the valid range.

**ERROR - INVALID DATE**

DEFINITION:

Valid days are from 01 to 31.

USER ACTION:

Enter a day in the valid range.

**ERROR - INVALID DATE**

DEFINITION:

There are at most 29 days in February.

USER ACTION:

Enter a day in the valid range.

**ERROR - INVALID DATE**

DEFINITION:

There are at most 30 days in [April/June/September/November].

USER ACTION:

Enter a day in the valid range.

**ERROR - INVALID ELEMENT**

DEFINITION:

The element specified does not exist in the database.

USER ACTION:

None.

**ERROR - INVALID ELEMENT**

DEFINITION:

You are not allowed to change an element in candidate status.

USER ACTION:

None.

**ERROR - INVALID ELEMENT SELECTED**

DEFINITION:

The element/PWN selected is not in a candidate status

USER ACTION:

Select a candidate element/PWN.

**ERROR - INVALID FORMAT**

DEFINITION:

This format is no longer used in this version of DDRS.

USER ACTION:

Do not attempt to load a batch load format that is no longer supported.

**ERROR - INVALID GROUP**

DEFINITION:

You do not belong to the correct group to change the non standard data element.

USER ACTION:

Contact your functional data administrator.

**ERROR - INVALID GROUP**

DEFINITION:

You do not belong to the group responsible for the generic element and are not allowed to change this element.

USER ACTION:

None.

**ERROR - INVALID GROUP**

DEFINITION:

You do not belong to the group responsible for the standard data element and are not allowed to change this element.

USER ACTION:

None.

**ERROR - INVALID HIGH RANGE ID**

DEFINITION:

Invalid high range id entered.

USER ACTION:

Enter a valid high range id.

**ERROR - INVALID ID**

DEFINITION:

Invalid user/group ID entered.

USER ACTION:

Enter correct a user/group ID or use F8/F2 = USERS or F8/F3 = GROUP keys to select valid user/group IDs.

**ERROR - INVALID LOW RANGE ID**

DEFINITION:

Invalid low range id entered.

USER ACTION:

Enter a valid low range id.

**ERROR - INVALID MAXIMUM CHARACTER COUNT**

DEFINITION:

The generic element maximum character count is greater than the class name maximum character count.

USER ACTION:

Enter a valid maximum character count quantity.

**ERROR - INVALID NON STD DATA ELEM NAME**

DEFINITION:

An invalid non standard data element name was entered.

USER ACTION:

Enter a valid non standard data element name.

**ERROR - INVALID PRIME WORD NAME**

DEFINITION:

The prime word name specified does not exist in the database or is not an approved prime word name.

USER ACTION:

Enter a valid prime word name.

**ERROR - INVALID PRIME WORD NAME**

DEFINITION:

The prime word name specified does not exist in the database or is not an approved prime word name.

USER ACTION:

Press F8/F2 to list valid Prime Word Names.

**ERROR - INVALID PRIME WORD NAME**

DEFINITION:

An invalid prime word name has been entered.

USER ACTION:

Enter a valid PRIME WORD NAME.

**ERROR - INVALID PRIME WORD NAME ENTERED**

DEFINITION:

An invalid prime word name was entered.

USER ACTION:

Enter a valid prime word name.

**ERROR - INVALID PRIME WORD NAME STEWARD**

DEFINITION:

Invalid Prime Word Name Steward entered.

USER ACTION:

Enter a valid Prime Word Name Steward.

**ERROR - INVALID PRIME WORD POSITION**

DEFINITION:

An invalid prime word position was entered.

USER ACTION:

Enter a valid Prime Word position.

**ERROR - INVALID PRIME WORD VERSION NBR**

DEFINITION:

An invalid prime word version was entered.

USER ACTION:

Enter a valid Prime Word version number.

**ERROR - INVALID QN ACCURACY ID**

DEFINITION:

You have entered an Invalid Accuracy Id for an integer data type.

USER ACTION:

Enter a valid accuracy ID. Press F2 for CHOICES.

**ERROR - INVALID STATUS CODE**

DEFINITION:

A valid DE STANDARDIZATION STATUS CODE is required.

USER ACTION:

Enter a valid standardization status code.

**ERROR - LOW RANGE**

DEFINITION:

Low range ID is required.

USER ACTION:

Enter a low range id.

**ERROR - LOW RANGE EXCEEDS MAX CHAR**

DEFINITION:

The standard data element low range exceeds the max character count

USER ACTION:

Enter a valid low range id.

**ERROR - LOW RANGE TOO LOW**

DEFINITION:

The standard data element low range is less than the generic element low range.

USER ACTION:

Enter a valid low range id.

**ERROR - NDE COUNTER NOT FOUND /N**

DEFINITION:

You have entered an invalid NDE Counter.

USER ACTION:

Enter a valid NDE Counter ID.

**ERROR - NDE NAME NOT FOUND /N**

DEFINITION:

You have entered an invalid NDE Name.

USER ACTION:

Enter a valid NDE name.

**ERROR - NDE/SDE COUNTERS MISSING /N**

DEFINITION:

You must enter valid NDE and SDE Counters.

USER ACTION:

Enter NDE and SDE Counter IDs.

**ERROR - NDE/SDE GRP NEQ /N**

DEFINITION:

NDE-SDE Relationship Created by different group Other group can't delete.

USER ACTION:

None.

**ERROR - NDE/SDE RELATION EXISTS /N**

DEFINITION:

NDE-SDE Relationship Exists Already!

USER ACTION:

None.

**ERROR - NDE/SDE RELATION NOT FND /N**

DEFINITION:

NDE-SDE Relationship not found - Can't delete.

USER ACTION:

None.

**ERROR - NO CLASS NAMES FOUND**

DEFINITION:

No class names found.

USER ACTION:

None.

**ERROR - NO DEVELOPMENTAL VERSIONS**

DEFINITION:

The element/prime word cannot be submitted because no developmental versions of the element/prime word were found.

USER ACTION:

None.

**ERROR - NO PRIME WORD NAMES FOUND**

DEFINITION:

No prime word names were found in the prime term for the prime word name position listed. You cannot continue until a valid prime term name is entered.

USER ACTION:

Enter a valid prime word.

**ERROR - NO REPORT DESTINATION**

DEFINITION:

No report destination specified.

USER ACTION:

You must enter either a report Mailing Address or Email Address.

**ERROR - NAME NOT UNIQUE**

DEFINITION:

[APPLICATION] exists under multiple Application IDs in the database. You cannot use MARK to delete this name.

USER ACTION:



Highlight the Application Name that you wish to delete and press RETURN. You will be prompted for which of the multiple Application IDs to use. Then use the F8/F6 from the Select Application ID screen to delete the particular association.

**ERROR - NAME TOO LONG**DEFINITION:

The specified for the prime word name causes at least one of the standard data elements based on it to exceed its max length.

USER ACTION:

Choose a shorter name or do not change the prime word name.

**ERROR - NO APPLICATIONS MARKED**DEFINITION:

No applications marked.

USER ACTION:

You must use the MARK function key to select which Applications to [associate/disassociate] with the current SDE.

**ERROR - NO AUDIT ELEMENTS FOUND**DEFINITION:

No Element Audit Information Found.

USER ACTION:

None.

**ERROR - NO CLASS NAMES FOUND**DEFINITION:

No class names found.

USER ACTION:

Class names must be entered to continue the query.

**ERROR - NO COMPONENT CODES FOUND**DEFINITION:

No Component Codes found in database.

USER ACTION:

Contact DDRS Administrator.

**ERROR - NO COMPONENT INFORMATION FOUND**

DEFINITION:

No element/PWN information found for the query.

USER ACTION:

None.

**ERROR - NO DATA ELEMENTS FOUND**

DEFINITION:

No data element exists.

USER ACTION:

None.

**ERROR - NO ELEMENT/PWN FOUND FOR U/G ID**

DEFINITION:

No elements/PWNs found for the user/group id entered.

USER ACTION:

None.

**ERROR - NO ELEMENTS FOUND**

DEFINITION:

No elements found for the chosen Application.

USER ACTION:

None.

**ERROR - NO FUNCTIONAL AREA INFO FOUND**

DEFINITION:

No functional area information exists.

USER ACTION:

Contact DDRS Administrator.

**ERROR - NO GE DOMAIN VALUES FOUND**

DEFINITION:

No domain values found for the generic element.

USER ACTION:

None.

**ERROR - NO GE REVIEWER INFO FOUND**

DEFINITION:

No GE reviewer information for this element found.

USER ACTION:

None.

**ERROR - NO GENERIC ELEMENTS FOUND**

DEFINITION:

No Generic Elements Found.

USER ACTION:

None.

**ERROR - NO GROUP IDS FOUND**

DEFINITION:

No group names not found.

USER ACTION:

Contact DDRS Administrator.

**ERROR - NO GROUP USERS FOUND**

DEFINITION:

No group users found.

USER ACTION:

None.

**ERROR - NO HOSTS FOUND**

DEFINITION:

No Hosts found for this element.

USER ACTION:

None.

**ERROR - NO HOSTS FOUND (ANY NSDE)**

DEFINITION:

No Hosts found for any element.

USER ACTION:

None.

**ERROR - NO ID'S FOUND**

DEFINITION:

No ID's found in the database.

USER ACTION:

Contact DDRS Administrator.

**ERROR - NO INFORMATION CHANGED**

DEFINITION:

No standard data element domain value ID information changed.

USER ACTION:

Change domain value information.

**ERROR - NO NSDE DOMAIN VALUES FOUND**

DEFINITION:

No Non-standard Domain Values Found.

USER ACTION:

None.

**ERROR - NO NON STANDARD ELEMENTS FOUND**

DEFINITION:

No non standard data elements found.

USER ACTION:

None.

**ERROR - NO NON STD DATA ELEM FOUND**

DEFINITION:

No non standard data elements found for your group and Application ID selected.

USER ACTION:

Try another Application ID.

**ERROR - NO PRIME WORD NAME DEFINITION**

DEFINITION:

A PRIME WORD NAME DEFINITION does not exist for this PRIME WORD NAME and DE STANDARDIZATION STATUS CODE.

USER ACTION:

None.

**ERROR - NO PRIME WORD NAME FOUND**

DEFINITION:

No Prime Word Names Found.

USER ACTION:

None.

**ERROR - NO PRIME WORD NAME MODEL SPECIFIED**

DEFINITION:

A Using Model may consist of up to 140 ASCII characters.

USER ACTION:

Enter up to 140 ASCII characters for a model name.

**ERROR - NO PRIME WORD NAME SPECIFIED**

DEFINITION:

A Prime Word Name must be specified to continue query.

USER ACTION:

Press F8/F2 to list valid Prime Word Names.

**ERROR - NO PRIME WORD NAME SPECIFIED**

DEFINITION:

A Prime Word Name must be specified to continue query.

USER ACTION:

Press F8/F2 to list valid Prime Word Names.

**ERROR - NO PRIME WORD NAMES EXIST**

DEFINITION:

No Prime Word Names Exist in the database.

USER ACTION:

None.

**ERROR - NO PRIME WORD NAMES FOUND**

DEFINITION:

No Prime Word Names Found.

USER ACTION:

None.

**ERROR - NO PRIME WORD NAMES FOUND**

DEFINITION:

No Prime Word Names Found.

USER ACTION:

None.

**ERROR - NO PRIME WORD STEWARDS FOUND**

DEFINITION:

No Prime Word Name Stewards Found.

USER ACTION:

None.

**ERROR - NO RELATED SDE**

DEFINITION:

No data elements exist that are associated with the chosen non-standard data element.

USER ACTION:

None.

**ERROR - NO REVIEWER COMMENTS FOUND**

DEFINITION:

No reviewer comments for this element/PWN have been entered.

USER ACTION:

None.

**ERROR - NO SDE DOMAIN VALUES FOUND**

DEFINITION:

No domain values found for the standard data element.

USER ACTION:

None.

**ERROR - NO SDE STANDARDIZATION STATUS CODE**

DEFINITION:

The standard data element standardization status code is required.

USER ACTION:

Press F2 to list valid status codes.

**ERROR - NO STANDARD DATA ELEMENT NAME**

DEFINITION:

A STANDARD DATA ELEMENT NAME does not exist for this PRIME WORD NAME and DE STANDARDIZATION STATUS CODE.

USER ACTION:

None.

**ERROR - NO STANDARD DATA ELEMENTS FOUND**

DEFINITION:

No standard data elements found for the prime word name entered.

USER ACTION:

None.

**ERROR - NO SUMMARY INFORMATION FOUND**

DEFINITION:

No summary information found.

USER ACTION:

None.

**ERROR - NO CHANGE DETECTED**

DEFINITION:

No update to the database was performed.

USER ACTION:

Make a change to the data.

**ERROR - NON QUALITATIVE DOMAIN VALUE**

DEFINITION:

This NSDE has a QUANTITATIVE domain. There are no QUALITATIVE attributes for this NSDE.

USER ACTION:

Do not attempt to view QUALITATIVE attributes for this element.

**ERROR - NON QUALITATIVE DOMAIN VALUE**

DEFINITION:

This SDE has a QUANTITATIVE domain. There are no QUALITATIVE attributes for this SDE.

USER ACTION:

Do not attempt to view QUALITATIVE attributes for this element.

**ERROR - NON QUANTITATIVE DOMAIN VALUE**

DEFINITION:

This NSDE has a QUALITATIVE domain. There are no QUANTITATIVE attributes for this NSDE.

USER ACTION:

Do not attempt to view QUANTITATIVE attributes for this element.

**ERROR - NON QUANTITATIVE DOMAIN VALUE**

DEFINITION:

This SDE has a QUALITATIVE domain. There are no QUANTITATIVE attributes for this SDE.



USER ACTION:

Do not attempt to view QUANTITATIVE attributes for this element.

**ERROR - NON STD DATA ELEM REQUIRED**

DEFINITION:

A non standard data element name is required.

USER ACTION:

Enter a non standard data element name.

**ERROR - NOT APPROVED ELEMENT**

DEFINITION:

The element selected is not an approved element.

USER ACTION:

Select an approved element.

**ERROR - NOT AUTHORIZED USER**

DEFINITION:

You do not have the correct authorization level to approve elements. Access Denied.

USER ACTION:

Contact your functional data administrator.

**ERROR - NOT AUTHORIZED FOR ELEMENTS**

DEFINITION:

You do not have the correct authorization level to approve elements. Access Denied.

USER ACTION:

Contact your functional data administrator.

**ERROR - NOT CANDIDATE ELEMENT**

DEFINITION:

The element selected is not a candidate element and is outside your group.

USER ACTION:

None.

**ERROR - NOT VALID ELEMENT**

**DEFINITION:**

The element selected is not an developmental or disapproved element.

**USER ACTION:**

None.

**ERROR - PWN APPROVAL ACCESS DENIED****DEFINITION:**

You do not have the correct functional area ID to update this prime word name.

**USER ACTION:**

None.

**ERROR - PWN AUDIT INFORMATION REQUIRED****DEFINITION:**

Either a prime word name or counter is required to continue audit.

**USER ACTION:**

Enter a prime word name or counter.

**ERROR - PWN HAS CANDIDATE STATUS****DEFINITION:**

You cannot disapprove a standard data element based on a candidate prime word name.

**USER ACTION:**

None.

**ERROR - PWN NOT PART OF SDE****DEFINITION:**

The prime word name has changed since this element was originally developed. You cannot approve this standard data element until its name has been corrected with the proper prime word name.

**USER ACTION:**

None.

**ERROR - PARTIAL QUERY NAME NOT FOUND****DEFINITION:**

The partial query name entered is not found.

USER ACTION:

None.

**ERROR - PERMISSION DENIED**

DEFINITION:

You are not in the group which created the association of this element to Application ID  
XXXXXXXXXX.

USER ACTION:

None.

**ERROR - PERMISSION DENIED OR NOT FOUND**

DEFINITION:

Either the current user does not have permission to delete that data element/PWN OR  
record does not exist for that counter number or name.

USER ACTION:

None.

**ERROR - PRIME TERM REQUIRED**

DEFINITION:

A prime term is required for the field.

USER ACTION:

Enter a prime term.

**ERROR - PRIME WORD NAME CONFLICT**

DEFINITION:

Another Prime Word Name [NAME] already exists in the database.

USER ACTION:

Choose another name.

**ERROR - PRIME WORD NAME MODEL EXISTS**

DEFINITION:

[PWN MODEL] already exists in the database.

USER ACTION:

None.

**ERROR - PRIME WORD NAME REQUIRED**

DEFINITION:

A prime word name is required to continue.

USER ACTION:

Press F8/F2 for listing.

**ERROR - PRIME WORD NAME REQUIRED**

DEFINITION:

The Prime Word Name field must be populated. Valid characters are A-Z and -.

USER ACTION:

Populate Prime Word Name field.

**ERROR - PRIME WORD NAME STATUS CODE**

DEFINITION:

A valid PRIME WORD NAME STATUS CODE is required.

USER ACTION:

Enter a valid Prime Word Name status code.

**ERROR - PRIME WORD NAME IS A REQUIRED FIELD**

DEFINITION:

Valid Prime Word Names may consist of up to 170 of the following characters: A-Z, and -

USER ACTION:

Enter a valid Prime Word Name.

**ERROR - PRIME WORD IN CANDIDATE STATUS**

DEFINITION:

Counter XXXXXXX is in Candidate status and cannot be changed.

USER ACTION:

None.

**ERROR - PROPOSED ELEMENT EXISTS**

DEFINITION:

A proposed element already exists for another group for this standard data element.

USER ACTION:

None.

**ERROR - QUANTITATIVE ACCURACY ID**

DEFINITION:

The quantitative accuracy is required and must be entered.

USER ACTION:

Enter a quantitative accuracy id.

**ERROR - RECORD CURRENTLY LOCKED**

DEFINITION:

The record is currently locked by another user.

USER ACTION:

Try again later.

**ERROR - RECORD LOCKED**

DEFINITION:

The element chosen is currently being updated at this time.

USER ACTION:

Try again later.

**ERROR - RECORD NOT FOUND**

DEFINITION:

No record found which matches your ID or Group-id to create the MENU so that you can decide which one to delete.

USER ACTION:

None.

**ERROR - RESERVED USING MODEL**

DEFINITION:

The string DoD DATA MODEL is reserved for AD access only.

USER ACTION:

Do not use this string to describe your model.

**ERROR - SDE APPROVAL ACCESS DENIED**DEFINITION:

You do not have the correct functional area id to update this element.

USER ACTION:

None.

**ERROR - SDE APPROVAL AUTHORITY DENIED**DEFINITION:

You do not have the authority to approve standard data elements.

USER ACTION:

None.

**ERROR - SDE AUDIT INFORMATION REQUIRED**DEFINITION:

Either an access name, element name or counter is required to continue audit.

USER ACTION:

Enter either an access name, element name or counter id.

**ERROR - SDE COUNTER NOT FOUND /N**DEFINITION:

You have entered an invalid SDE Name or Counter.

USER ACTION:

Enter a valid SDE Name or Counter ID.

**ERROR - SDE NAME NOT FOUND /N**DEFINITION:

You have entered an invalid SDE Name.

USER ACTION:

Enter a valid SDE Name.

**ERROR - SEARCH UNSUCCESSFUL**

**DEFINITION:**

Your search resulted in no data.

**USER ACTION:**

None.

**ERROR - STANDARD DATA ELEMENT EXISTS**

**DEFINITION:**

A standard data element with the prime term and generic element currently exists.

**USER ACTION:**

None.

**ERROR - SOFTWARE INFO REQUIRED**

**DEFINITION:**

The Application ID or Application Name is needed to continue.

**USER ACTION:**

Enter either an Application ID or an Application Name.

**ERROR - SUBMIT ELEMENT ERROR CONDITIONS**

**DEFINITION:**

[Dynamic list based on element submitted]

**USER ACTION:**

Correct list of errors.

**ERROR - SUBMIT PERMISSION DENIED**

**DEFINITION:**

Only access level FD or AD may submit Prime Word Names

**USER ACTION:**

None.

**ERROR - TOO MANY CLASS NAMES**

**DEFINITION:**

Too many class names found in the generic element.

**USER ACTION:**

Enter at most one class name.

**ERROR - TOO MANY QUALIFIERS**

DEFINITION:

Too many qualifiers exist for the generic element.

USER ACTION:

Use less qualifiers.

**ERROR - UPDATE PERMISSION DENIED**

DEFINITION:

The Functional Area ID for Counter XXXXXXXXX does not match one of your areas.

USER ACTION:

None.

**ERROR - UPDATE MODEL NOT SPECIFIED**

DEFINITION:

Update Model not specified.

USER ACTION:

If you wish to delete the model, use F8/F3 DLT MDL.

**ERROR - UPDATE PERMISSION DENIED**

DEFINITION:

You must be the creator or a member of the creator's group to update Counter XXXXXXXX.

USER ACTION:

None.

**ERROR- APPROVED, DEVELOPMENTAL, ARCHIVED**

DEFINITION:

You are not allowed to change an element in approved or developmental status outside your group.

USER ACTION:

None.